



South St. Paul School Board Meeting
Monday, August 9, 2021 6:00 PM
Location: CITY HALL
125 THIRD AVENUE NORTH
South St Paul, Minnesota 55075

Agenda

I.	ROLL CALL and PLEDGE OF ALLEGIANCE	
II.	APPROVAL OF MEETING AGENDA/MINUTES	
	A. School Board Meeting Agenda, August 9, 2021	
	B. Committee-of-the-Whole Meeting Minutes, July 26, 2021	3
	C. School Board Meeting Minutes, July 26, 2021	4
III.	QUALITY-IN-ACTION and REPORTS	
	A. Report: Building leaders will provide an update on their 2021-22 school year planning.	6
	B. Report: Chair Chris Walker will highlight the Public Listening Session submissions. (C. Walker)	89
	C. Report: Superintendent Webb will provide highlights from around the District. (D. Webb)	90
IV.	CONSENT ITEMS	
	A. Financial Claims: Bills Payable (D. Webb)	91
	B. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves (D. Webb)	95
V.	POLICY	
	A. Review, the following policies are under review for their first of three readings. (D. Webb)	99
	1. #534 - Wellness	
	2. #214.1 - Central Square Vacancies	
VI.	BUSINESS ITEMS	
	A. Approval, for the South St. Paul School Board to approve the 2021-22 Miscellaneous Wages. (C. Miller)	112

B. Approval, for the South St. Paul School Board to approve scheduling a special School Board Work Session for Monday, September 20, 2021, at 5:00 PM. (D. Webb) 114

C. Approval, for the South St. Paul School Board to approve the 2021-22 meal prices. (D. Webb) 115

D. Approval, for the South St. Paul School Board to accept Chris Walker's resignation from the role of School Board Chair.

E. Approval, for the South St. Paul School Board to accept Linda Diaz's resignation from the role of Vice Chair and appoint her to the role of Chair until the first business meeting in January, 2022.

F. Approval, for the South St. Paul School Board to appoint _____ to the role of Vice Chair until the first meeting in January, 2022.

VII. INFORMATIONAL ITEMS

A. **Board Members' Reports/Committee Updates/Where Have You Seen a Passion:** Board members will report on recent educational activities/events in which they have participated as well as other informational items.

VIII. CLOSED SESSION

A. Closed Session per the Open Meeting Law (Minn. Stat. § 13D) (C. Miller)

B. Adjourn the Closed Session

IX. SUPPLEMENTAL AGENDA

X. ADJOURN

**South St. Paul School Board
Committee-of-the-Whole Meeting Minutes**

July 26, 2021

Chair Chris Walker called the July 26, 2021, meeting of the Committee-of-the-Whole to order at 5:00 PM with seven Board members present: Inspector Arend, Diaz, Felton, Laliberte, Raasch, Walker and Weber. Others present included Superintendent of Schools Dave Webb and several other staff members.

Enrollment Update

District leaders provided an enrollment update that highlighted five-year trend data of South St. Paul students. With South St. Paul experiencing a slight enrollment decline, School Board members engaged in a conversation on various marketing strategies to increase enrollment.

Long-Term Debt Summary

Finance Director Aaron Bushberger reviewed the district's current outstanding long-term debt. District leaders will continue to monitor interest rates and bring before the School Board, any potential savings opportunities for the district or taxpayers.

Central Square Community Center Update

Superintendent Webb provided an overview of the improvements that are happening at the Central Square Community Center. The District continues to see an increase in senior center and fitness class participation. Additional programming opportunities are coming this fall.

Board Meeting Structure

Board Members discussed the current board meeting structure. Beginning with their August 9 meeting, the School Board will move their committee-of-the-whole meeting to the conference room located across the hall from the council chambers. The conference room offers a circle-seating format that will provide the opportunity for more collaboration and connection. Board members also discussed increasing time on their committee-of-the-whole agenda. Agreement was reached to keep the 5:00 – 5:45 PM committee meeting time with the ability to recess the meeting and continue their committee agenda at the conclusion of the regular business meeting.

Quarterly Board Training

The School Board's two year Board Agenda has a commitment to engage in quarterly board training and development. After a year of limited training due to the pandemic, Board members are interested in engaging in quarterly training with Team Works International for the 2021-22 school year. Superintendent Webb will work with Team Works to schedule a series of training opportunities.

The July 26, 2021, committee-of-the-whole meeting adjourned at 5:55 PM.

Respectfully submitted by:

Lisa Brandecker, Acting Secretary-Clerk
South St. Paul Board of Education



SOUTH ST. PAUL PUBLIC SCHOOLS Special School District No. 6

JULY 26, 2021

The regular meeting of the School Board, Special School District No. 6, South St. Paul, was held in the city hall council chambers on Monday, July 26, 2021. Chair Chris Walker called the meeting to order at 6:00 PM with seven Board members present: Inspectors Arend, Diaz, Felton, Laliberte, Raasch, Walker and Weber. Superintendent of Schools Dr. Dave Webb and several staff members were also present.

By Inspector Arend

Seconded by Inspector Diaz

That the South St. Paul School Board approves the July 26, 2021, School Board meeting agenda and minutes for the following meetings:

- A. School Board Meeting Agenda, July 26, 2021
- B. Committee-of-the-Whole Meeting Minutes, June 28, 2021
- C. Regular Meeting Minutes, June 28, 2021

Motion carried (7-0)

QUALITY-IN-ACTION AND REPORTS

Summer Learning: District leadership provided an update and highlights on the 2021 Summer Learning programs.

Public Listening Session Report – There were no public listening session submissions to report.

Superintendent's Update – Superintendent provided highlights from around the district.

By Inspector Laliberte

Seconded by Inspector Felton

- A. Financial Claims—Bills Payable
- B. Staffing: Appointments, Resignations, Transfers, Retirements, Abolishments, and Leaves.
- C. Supplemental Staffing Report

Motion carried (7-0)

By Inspector Weber

Seconded by Inspector Arend

Approval, for the South St. Paul School Board to approve the Acceptance of Gifts Resolution.

Motion carried 7 yeas – Weber, Laliberte, Arend, Felton, Diaz, Raasch and Walker
0 nays

School Board members reported on various educational activities/events in which they have participated as well as other informational items.

By Inspector Diaz

Seconded by Inspector Raasch

Approval, for the South St. Paul School Board to move to a closed session at 6:47 PM per the open meeting law (Minn. Stat. § 13D) for the purpose of a negotiations update.

Motion carried (7-0)

Members present: Inspectors Raasch, Weber, Laliberte, Arend, Felton, Diaz and Walker as well as Superintendent of Schools Dr. Dave Webb, Finance Director Aaron Bushberger, and Human Resource Director Cathy Miller.

By Inspector Laliberte

Seconded by Inspector Diaz

That the Board of Education moves to adjourn the July 26, 2021, closed session and open the meeting at 7:14 PM.

Motion carried (7-0)

By Inspector Diaz

Seconded by Inspector Raasch

That the School Board moves to adjourn the July 26, 2021, meeting at 7:14 PM

Motion carried (7-0)

Official Board Minutes are available in the District
Office at 104 – 5th Ave. So. – So. St. Paul

Respectfully Submitted by:

Lisa Brandecker, Acting Secretary-Clerk
Board of Education



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: August 9, 2021

Place on Agenda: Reports

Action Requested: None

Attachment: Elementary Guidebook
Middle School Guidebook
High School Guidebook

Topic: 2021-22 School Year Planning Update
Presenter(s): Building Leaders
Background: Building leaders will provide an update on their 2021-22 school year planning.
Recommendation: N/A
Alternatives: N/A

2021-2022

ELEMENTARY GUIDEBOOK



KAPOSIA EDUCATION CENTER & LINCOLN CENTER

South St. Paul
Public Schools



2021-2022

ELEMENTARY GUIDEBOOK



LINCOLN CENTER & KAPOSIA EDUCATION CENTER

South St. Paul
Public Schools



SSP Elementary School Information Guide 2021-2022

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Upon request, the district will make the SSP Elementary School Information Guide available in languages other than English. If you would like to receive this information in another language, please contact your school.

PRINCIPALS' MESSAGE

Dear South St. Paul Public Schools Elementary Families,

As elementary principals in South St. Paul Public Schools (SSPPS), we welcome you to another exciting school year. Thank you for your patience throughout the pandemic as we faced challenges none of us could have imagined. We look forward to partnering with you and your children on this educational journey as we help prepare them for their next step.

As you may know, the district has overhauled its various handbooks in an effort to help enhance communications between school and home, ensure consistency of policy implementation district-wide, and provide all families with important information about the practices and protocols that are common to SSPPS elementary schools. Specifically, the purpose of this Elementary School Information Guide is to provide key information for families of students in grades K-5 at Kaposia Education Center and Lincoln Center.

Note, as SSPPS families, you will also be receiving two different handbooks, both are available online in English and Spanish at sspps.org/handbooks.

- *SSPPS Family Handbook*, mailing to all SSPPS families in September, includes required annual notifications as well as important family information about district communications, health and wellness, nutrition services, emergency school closing information, and more.
- *Student Rights & Responsibilities Handbook*, available for families at back to school events, clarify student behavior expectations and consequences.

We recognize that each SSPPS elementary school has its own unique culture and experience. However, SSPPS is committed to providing a common learning experience at both elementary schools and we aim to implement policies and procedures consistently. If you have specific questions about the contents of this School Information Guidebook or your child's school, please contact either us or our administrative colleagues.

We look forward to seeing you soon!

Sincerely,

Terry Bretoi, Principal
Kaposia Education Center

Mike Fugazzi, Principal
Lincoln Center Elementary

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SCHOOL DIRECTORY

Kaposia Education Center

1225 First Avenue South
South St. Paul, MN 55075

School Hours: 9:00 a.m. – 3:35 p.m.

Pick-up Students: 3:35 p.m. – 3:45 p.m.

Grab & Go Breakfast: 8:50am

Drop-off Students: 8:50 – 9:00 a.m.

Lincoln Center

357 Ninth Avenue North
South St. Paul, MN 55075

School Hours: 8:20 a.m. – 2:55 p.m.

Pick-up Students: 2:55 p.m. – 3:05 p.m.

Grab & Go Breakfast: 8:10am

Drop-off Students: 8:10 – 8:20 a.m.

MAIN OFFICE

651-451-9260
651-457-9453 (fax)

651-306-3667 (*Español*)
651-457-9422 (*Attendance*)

Terry Bretoi
Principal
tbretoi@sspps.org

Dan Riley
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driley@sspps.org

Lisa Boelter
Principal's Admin Asst.
lboelter@sspps.org

Gabby Nielsen
Building Admin. Asst.
gnielsen@sspps.org

MAIN OFFICE

651-457-9426
651-457-9423 (fax)

651-306-3663 (*Español*)
651-457-9498 (*Attendance*)

TBD
Principal
TBD

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ACADEMIC SUPPORT

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ACADEMIC SUPPORT

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STUDENT SUPPORT

651-451-9260

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Counselor
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Student Support Spec.
mwallace@sspps.org

Taylor Hoeschen LGSW
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Daisy Medina-Cuenca
Cultural Liaison
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Alicia Perez
Family Support Worker
APerez@360communities.org

SUPPORT SERVICES

651-457-9426

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Counselor
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Cydney Bergin LGSW
ACP Mental Health Therapist
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Nelly Ross
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Alicia Perez
Family Support Worker
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HEALTH SERVICES 651-457-9424		HEALTH SERVICES 651-288-5862	
Shawnee Krueger <i>School Nurse</i> skrueger@sspps.org	Ginette Friesen <i>Health Asst.</i> gfriesen@sspps.org	Kayla Rogers <i>School Nurse</i> krogers@sspps.org	Jen Peterson <i>Health Asst</i> jpeterson2@sspps.org
NUTRITION SERVICES 651-457-9424		NUTRITION SERVICES 651-552-5576	
Todd Hundt <i>Kitchen Mgr</i> thundt@sspps.org		Linda Nygaard <i>Kitchen Mgr</i> lnygaard@sspps.org	

DISTRICT DIRECTORY

South St. Paul Public Schools website - www.sspps.org

District Offices / Administrative Center	Early Learning & Family Education Center	SSP & TriDistrict Community Education
104 Fifth Ave South South St. Paul, MN 55075 651-457-9400	104 Fifth Ave South South St. Paul, MN 55075 651-457-9418	100 7th Avenue North South St. Paul, MN 55075 651-306-3632
Superintendent Dave Webb 651-457-9465	SSP Community Preschool (Kaposia & Lincoln Center) 651-457-9418	Kids Choice (School-Age Care) 651-306-3631
		South Metro Adult Basic Education (ABE) 651-457-9441
SSP Secondary School (grades 6-12)	SSP Community Learning Center (grades 10-12)	
700 2 nd Street North South St. Paul, MN 55075 651-457-9408	710 19th Ave North South St. Paul, MN 55075 651-450-9966	

Staff email: firstinitial/lastname@sspps.org or firstnamelastname@sspps.org

Staff voicemail: 651-552-5580

Phone calls during student contact hours will be directed to a staff member's voicemail. Staff will respond to messages as soon as possible. Messages left after hours will be returned the following student contact day.

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SSP SCHOOL BOARD

Bill Arend

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Monica Weber

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Chris Walker

(651) 455-0074

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DISTRICT MISSION, VISION AND VALUES

SSPPS Mission (our core purpose)

Ignite a passion in every learner to inquire, continuously improve and engage in positively changing our world.

SSPPS Vision (what we intend to create)

- **Prepare each and every student for their next step**
- Provide high quality, individualized programs, services and personalized learning for all ages and stages of a learner's life
- Build capacity in our learners to exemplify the IB Learner Profile
- Partner with our families and community to develop shared ownership of student outcomes and family learning needs
- Ensure students and families have reliable and regular access to technology for accelerated learning

SSPPS Core Values (what drives our words and actions)

- **Compassion** - *Be kind, fair and just toward all people because of who we are*
- **Equity** - *Provide equal access to opportunities in academics, student services and activities*
- **Excellence** - *Strive for the/our best in all we do with high expectations for all*
- **Integrity** - *Do the right thing even when no one is watching, and keep our promises*
- **Resilience** - *Be able to bounce back from challenges and disappointments with confidence and hope*
- **Respect** - *Honor our similarities and differences in our assumptions, inquiries, words and actions*

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BUILDING PROTOCOLS and EXPECTATIONS

ATTENDANCE

School attendance is mandatory in the State of Minnesota in order to make certain that all children acquire the necessary skills for success as adults. Establishing good attendance patterns in the elementary years is one of the best ways to ensure a student will stay in school through graduation.

COUNTY GUIDELINES

It is considered *educational neglect* if a student under the age of twelve has seven unexcused absences, and will be reported to the County Social Services. For those students under the age of 12 years, the parent(s) or legal guardian(s) are held responsible for the attendance of their child. Lincoln Center and Kaposia have set a goal of 97% daily attendance, and will be actively promoting good attendance habits.

SCHOOL PROCEDURES

If an absence has not been reported, the computerized Blackboard Connect system will attempt to call parent/guardian at home or work. A return call is expected to verify the absence. All absences are considered unexcused until verification can be made. Verification must be made within a reasonable amount of time.

PARENT/GUARDIAN PROCEDURES

Parents/guardians are to call the Attendance Line by 9:00 a.m. to report absence. Please leave the student's first and last name, teacher name/grade, reason for absence, and a name and phone number where you can be reached on the day of the absence.

SSPPS 24-hour attendance line/voicemail

- Lincoln Center Elementary: 651-457-9498
- Kaposia Education Center: 651-457-9422

If you do not call the school or the school is unable to contact you regarding the absence, you must provide your son/daughter with a note verifying the absence. If your student will be gone (vacations, surgery etc.) or needs to leave for an appointment, please notify the attendance office ahead of time via a note or phone call to the attendance line.

DOCTOR NOTES

Doctor/dental/counseling appointments may require a note verifying the appointment date and time, doctor's name and number for the student. Students must check in at the Office. Please attempt to schedule doctor/dentist/counseling appointments outside of the student duty day.

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When a student's absences reach or exceed the education neglect guidelines (i.e., two or more absences per month or 12% of the membership days) the parent/guardian will receive a letter requiring a written doctor's note excusing any future absences for the school year. The doctor's note must be turned into the attendance office upon the student returning. If a note is not received within a reasonable amount of time, the illness absence will be considered unexcused.

TARDINESS

Tardiness is considered anytime a student arrives to class late without a valid reason. Every three unexcused tardies equal one unexcused absence.

Upon arriving at school after the second bell has rung, the student must report to the office for a pass. Students will not be allowed to report to class without a pass. After the second and final bell, parents must come into school to sign-in their child.

Examples of Excused Tardiness

- Illness
- Serious illness in the student's immediate family
- A death in the student's immediate family or of a close friend or relative
- Medical or dental treatment
- Court appearances occasioned by family or personal action
- Physical emergency conditions such as fire, flood, storm, etc.
- Any tardiness for which the student has been excused in writing by an administrator or faculty member

Examples of Unexcused Tardiness

- Oversleeping
- Ride did not come
- Babysitting
- Missing the bus
- Shopping
- Parent work schedule
- Out to breakfast

EXCUSED ABSENCE

The responsibility of a child being excused from school is placed on the parent/guardian. The school has the right to accept or deny an application for an excuse. Therefore, schools can develop reasonable policies for school attendance and reject invalid excuses offered by the child or parent.

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When absences are excused, make-up work is expected to be completed. Students will have equal the amount of time absent to turn in make-up work. For example, for a one-day absence, the student will have one day to turn in make-up work.

Acceptable reasons for being absent as referenced in Student Attendance Policy 503:

- Illness (school may request doctor verification or that the parent brings the child to school to be seen by the school nurse)
- Serious illness in the student's immediate family
- A death in the student's immediate family or of a close friend or relative
- Medical, dental, orthodontic or counseling appointments (Please avoid school hours if possible)
- Court appearance occasioned by family or personal action
- Religious instruction not to exceed three hours in any week
- Physical emergency conditions such as fire, flood, storm, etc
- Official school field trip or other school-sponsored outing
- Suspensions are to be handled as excused absences and students will be permitted to complete makeup work
- Religious holidays

UNEXCUSED ABSENCES

Unexcused absences are those student absences which are not approved by the parent and/or school district.

Examples of absences that may be considered unexcused:

- Families taking students out of school on a consistent basis
- Any absence in which the student/parent failed to comply with any reporting requirements of the school district's attendance procedures
- Work at home
- Vacations with family (*NOTE: Family vacations may be excused with prior arrangement. However, not all vacations are considered excused*)
- Staying home to babysit
- Oversleeping
- Missing the bus
- Loss of bus riding privileges
- Too cold, or weather related - If school is in session, students are expected to be at school
- Needed at home
- Medical, dental, orthodontic or counseling appointments that do not require a full-day absence

All absences not authorized by the parent/guardian or school are considered unexcused.

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- Any student who leaves school for any purpose without permission from the office will receive an unexcused absence.
- Parents/guardians may not excuse a student for leaving the building if the office has not been notified prior to the student leaving.
- Students who become ill must report to the Health Office for proper release. Failure to comply will result in an unexcused absence.
- In some cases it may be required that a verification of illness from a doctor be presented to the school.

Consequences of Unexcused Absences

Students with unexcused absences shall be subject to discipline in the following manner in accordance with [MN Statute 260C.007 Subd 19](#) Habitual Truant.

STUDENTS NOT ENROLLED

State law mandates that a school must report to County Child Protection when a student drops enrollment from their district and does not re-enroll in another educational facility.

BULLYING PREVENTION AND PROHIBITION

South St. Paul Public Schools believes that a safe and civil learning environment is needed to learn and attain high academic standards and to promote healthy human relationships. In the summer of 2019, an administrative workgroup reviewed and refined improvements of district efforts regarding anti-bullying and harassment, with a focus on enhancing and improving prevention, identification and response. The district is focusing on three key areas: updating anti-bullying curriculum for all students; professional development for all staff; and updates to handbooks and websites to make it easier to understand, report and access resources.

[Policy 514 – Bullying Prohibition](#)

The act of bullying, including cyber-bullying, is prohibited on school property, at school functions, or on district transportation.

- Bullying means intimidating, threatening or harming conduct which is objectively offensive, and
 - Creates an imbalance of power between engaging students
 - Substantially interferes with a student's ability to perform or participate
- Any person who believes they have been a target or victim of bullying will immediately report the alleged act to a building administrator or supervisor
- An employee with knowledge or belief of bullying conduct will immediately report the incident to a building administrator

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- The district has a defined investigative process and will take disciplinary action as necessary
 - Annually, the district will notify students, families and staff of this policy
-

BICYCLES

Students may ride bicycles to school. Students must lock their bicycle to the bicycle rack. The school will not be responsible for damaged or stolen bicycles. All students riding their bicycles to school must sign and follow the Bicycle Agreement and have a Bicycle Identification Number (BIN) placed on their bicycle before they will be allowed to ride to school. **Scooters, skateboards and rollerblades are not allowed due to safety and storage issues.**

HEALTH SERVICES

A Licensed School Nurse (LSN) or Registered Nurse (RN) is on staff at each elementary building during regular school hours.

If your child has a health condition that requires medical attention during the school day, please contact the Health Office to arrange a conference to discuss how these needs can be met during school hours.

RESTRICTIONS

BALLOONS (LATEX) AND FLOWERS

Balloons and flowers of any kind are **not allowed** in school due to various student allergies and the difficulty of transporting home.

COUGH DROPS

Cough drops must be provided by the family and accompanied by a permission slip. A note from the parent/guardian and the cough drops must be given to the classroom teacher.

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FIELD TRIPS

The school nurse does not accompany students on field trips. If you have specific health concerns, please talk with the school nurse to develop a health plan for field trips.

PETS

Please **do not** bring family pets into the school or on school property, for visitation/sharing. Student allergies and uncharacteristic, nervous responses by animals create health and safety concerns at school.

SELF-CARRY MEDICATION

Doctors' orders and Licensed School Nurse authorization are needed for a student to self-carry medication at school. An authorization/agreement form is available in the Health Office.

MEDICATION

District procedures and Minnesota State guidelines require the following:

1. Each year, at the beginning of the new school year, a form must be completed and placed on file with the school nurse for any student to receive any medication or medical treatments during school hours. New forms are required whenever there are changes in medications, dosages or times medication is to be given.
2. ALL medications need to be FDA approved. If there is a question about FDA approval, parents/guardians are to check with the Licensed School Nurse.
3. Medication may only be administered by a Registered Nurse (RN) or Licensed School Nurse (LSN), or in the absence of the nurse, a health assistant or someone designated by the school nurse.
4. Medication to be given in schools must be supplied in the original prescription bottle. The pharmacist should prepare a container of the medicine with the appropriate labeling for school use.
5. Written parent permission AND written physician orders are required for any prescribed or over the counter medications, including oxygen, to be given in school. The medication administration must be at the discretion of the Licensed School Nurse. Forms are available in the Health Office and online at [SSPPS.org/Page/317](https://sspps.org/Page/317).
6. All medication must be accompanied by specific instructions, including student name, medication name, dosage, time of day, and length of time needed. Medications should be given at home whenever possible.

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7. All medicine will be kept in a locked area or cabinet and dispensed in the health office, except in special circumstances, which must be approved by the school nurse.
8. For the safety of all students, it is recommended that parents bring their child's medication to the health office directly. If this cannot be done, we require a phone call to the health office alerting the staff of the amount and date the medication was sent.

MEDICAL DEVICES

Medical devices (crutches, wheelchairs, neck braces, arm/leg slings, etc) need to be provided by the family or physician and require a doctor's note indicating restrictions and length of use.

HEALTH SCREENINGS

If a vision or hearing screening is warranted, the district may provide the appropriate screening. If a parent/guardian does not want their child screened they need to contact the school nurse to opt out.

PERSONAL HYGIENE

It is the responsibility of the parent/guardians to educate their children on proper personal hygiene techniques.

A HEALTHY LEARNING ENVIRONMENT FOR ALL

Ways To Promote A Healthy Environment For All Students And Staff

1. If your child becomes ill or is seriously injured during the school day, the Health Office will notify the parent/guardian so arrangements can be made for your child to be taken home. Emergency information contact information must be kept current, to include home, parent/guardian work, and daycare phone numbers. A note or phone call to the Health Office about a change in work or home phone numbers is important.
2. Always keep your child at home if an elevated temperature is present. Temperatures should be normal without the use of medication for 24 hours before they return to school. Children with a temperature of 100° or above cannot stay in school, and their parents/guardians will be notified to pick them up.
3. Please notify the Health Office if your child develops a communicable disease (e.g. strep throat, chickenpox, head lice, impetigo, scarlet fever, pink eye, etc.). *Note: If you take your child in for a throat culture, DO NOT send them back to school until the results come back negative, or they have been on an antibiotic for 24 hours.*
4. If your child has vomited or had diarrhea, please keep them home until 24 hours after the last episode.

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5. If your child has any rash that may be disease related or you do not know the cause, check with your family doctor before sending the child to school.
6. Please send a note from the doctor if your child has any activity limitations or will need to remain out of physical education or indoors at recess for more than three days. Notes from parents/guardians to stay indoors because of cold weather will not be accepted unless medically ordered to do so.
7. Children should be dressed appropriately for the season and specific weather as they go outside most days for recess.
8. If your child has an accident in which their clothing has obvious blood or other bodily fluids on it, the parent will be asked to bring in a change of clothing if none is available in the Health Office. This is to keep other students and staff safe from potential contact with possible blood transmitted pathogens.
9. It is important that your child eat a nutritious breakfast every day. NOTE: Free breakfast is available for all students prior to the start of school.
10. Please read communicable diseases notifications emailed or sent home with students and follow recommendations for each specific illness.

HEALTH CONCERNS SHARED WITH TRANSPORTATION COMPANY

If a student's health concern information is not to be shared with the contracted transportation company, the parent/guardian is obligated to notify the District. Questions should be directed to the school nurse.

DO NOT RESUSCITATE/DO NOT INTUBATE (DNR-DNI) ORDERS

When any student experiences sudden illness or injury, the role of an employee is to render emergency health care to preserve life and prevent disability. In life-threatening emergencies, the emergency medical system (911) will be activated. Per [District Policy 518](#), district staff will not accept or honor requests to withhold emergency care or DNR-DNI orders. The school district will not convey such orders to emergency medical personnel. Notwithstanding this school district policy, IEP and Section 504 teams must develop individualized medical emergency care plans for students when appropriate in accordance with state and federal law.

SSP Elementary School Information Guide

2021-2022

DROP-OFF/PICK-UP EXPECTATIONS

BEGINNING OF THE SCHOOL DAY

Arrival

- Students should not arrive prior to 10 minutes before school begins. There is no outside supervision before this time.
- Students are assigned certain doors in which they can enter the building to ensure student safety and order. See Building maps for exact locations.
- After the first bell, students are expected to report directly to their classrooms and be prepared to start their learning day prior to the second bell.
 - Lincoln Center first bell - 8:10 a.m./second bell - 8:20 p.m.
 - Kaposia first bell - 8:50 a.m./second bell - 9:00 a.m.
- Students are not allowed in the halls, classrooms, or playground before the first bell, and may not drop off coats or bags at their lockers or in their homerooms on the way to breakfast.

Breakfast

- All students will be provided a “Grab-n-Go” breakfast from the cafeteria or the breakfast cart near their entrance door. Students will immediately report to their classrooms prior to the start of their school day.

END OF THE DAY

Dismissal

- It is important that students stay in class dismissed by their teacher. Important learning takes place the entire school day.
 - Lincoln Center dismissal - 2:55 p.m.
 - Kaposia dismissal - 3:35 p.m. (3:30 p.m. for kindergarten students)
- Please make arrangements for student pick-up within the first 10 minutes after dismissal. Supervision of students ends after school.
- Without written notice, the school will follow pre-arranged plans for dismissal.
- Students are expected to go straight home and not to loiter on school property.
- The elementary playground is closed after school for Kids’ Choice usage until 5:00 p.m.

IMPORTANT REMINDERS

- In order to keep students safe and aid with traffic flow, please only use designated drop-off and pick-up areas for that purpose by pulling your vehicle forward and not leaving your vehicle unattended. These areas are designated as *no parking* during arrival and dismissal.
- Please remember to use the cross walks and do not cross in the middle of the street. It is very dangerous to have small children walking through the moving cars in a parking lot, or crossing busy streets without the crossing guards.

SSP Elementary School Information Guide 2021-2022

PICK-UP STUDENTS DURING THE SCHOOL DAY

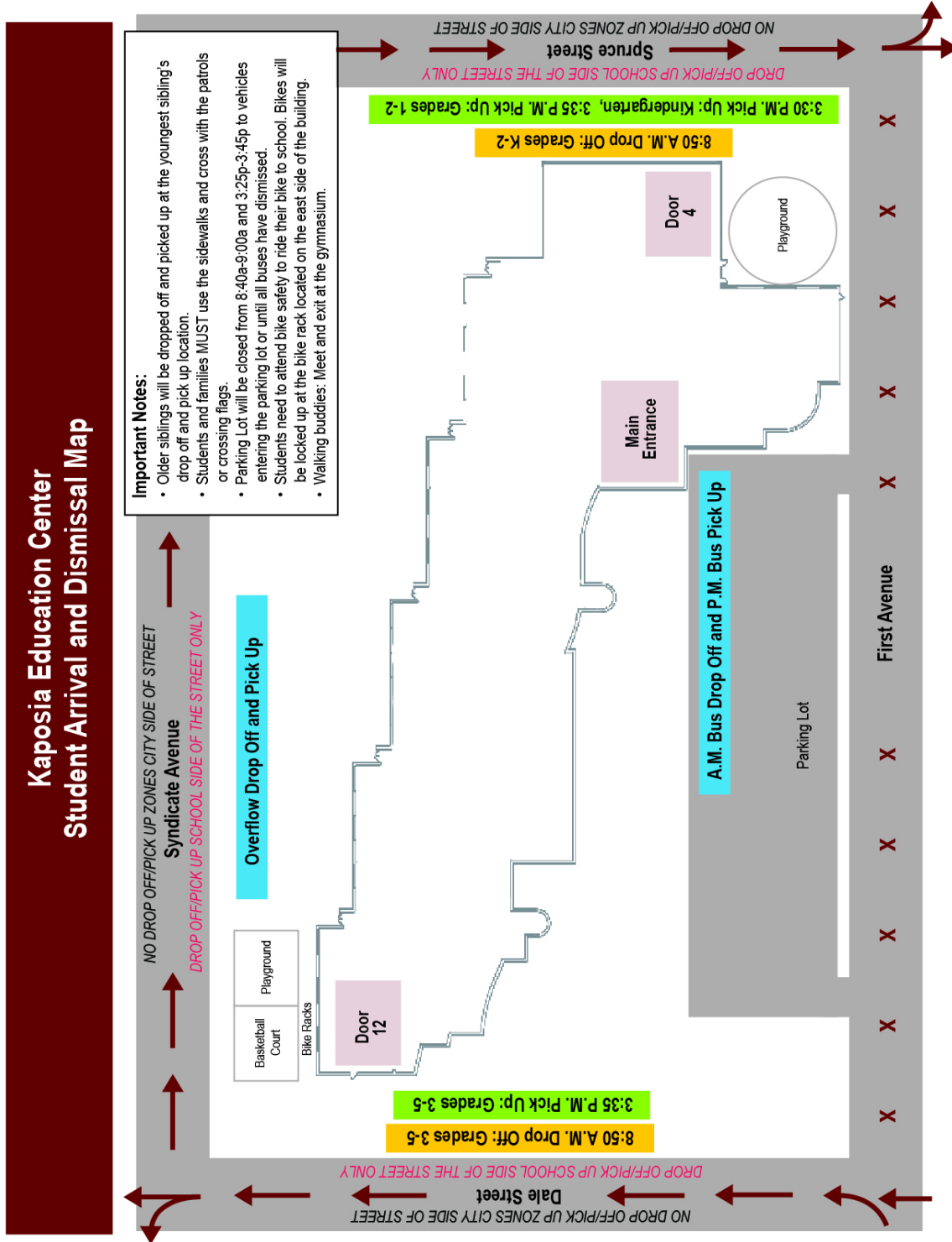
Children requiring an early dismissal must be signed out in the office. The following procedures are intended for the well-being and safety of all SSPPS children:

- A Photo ID is required and will be reviewed before a student will be released during the school day.
- Teachers will not release children from class unless requested from the office.
- Children will be called to the office to meet parents/guardians or those individuals listed on the student's non-household relationship list to be dismissed early for a pre-arranged appointment during the school day.
- For the protection of your child, teachers must have a note from the parent or guardian each time you are requesting your child be dismissed early from school.
- In the event of an emergency, please notify the office as soon as possible.

If a grade level event (e.g. music program, PYP Unit presentation, etc.) is scheduled at the end of the school day and a parent/guardian wants to take their child home after the event but before the official end of the school day, the parent/guardian must sign the child out from the classroom. The teacher will then submit the sign-out form to the office immediately at the end of the day. (Please refer to the list of excused and unexcused tardies and absence reasons noted above.) ***No student will be allowed to leave the building with a non-custodial or unauthorized adult.***

SSP Elementary School Information Guide 2021-2022

KAPOSIA EDUCATION CENTER Procedures and Expectations



SSP Elementary School Information Guide 2021-2022

ARRIVAL (Kaposia begins at 9:00 a.m.)

When dropping off students for school at 8:50am, please drop at your child's location on the school side of the street ONLY. If you have older elementary aged students, please drop at the youngest child's drop off location.

Busses

Parking Lot will be closed from 8:40a-9:00a and 3:25p-3:45p to vehicles entering the parking lot or until all busses have dismissed. Busses will be dropping off and picking up in the Kaposia Parking Lot.

Walkers

Students walking should enter the main entrance.

Older Siblings

Older siblings will be dropped off and picked up at the youngest siblings drop off and pick up location.

Bikers

Students need to attend bike safety to ride their bike to school. If they bike to school they will need to lock their bike to the bike rack located on the East side of the building and enter through the main entrance.

Grab & Go Breakfast served starting at 8:50am

- Grades K-2 Grab & Go through Door 4
- Grades 3-5 Grab & Go through Door 12
- Busses Grab & Go breakfast through Door 1
- Breakfast in homerooms

<u>Arrival Chart</u>			
<u>Grade Level</u>	<u>Location</u>	<u>Time</u>	<u>Door</u>
<u>K-Grade 2</u>	Spruce Street	8:50am	4
<u>Grade 3-5</u>	Dale Street	8:50am	12
<u>Busses</u>	KEC Parking Lot	8:50am	1

SSP Elementary School Information Guide 2021-2022

DISMISSAL

Students will exit the building from their assigned classroom door locations and be delivered to the locations in the dismissal chart.

Busses

Students will be dismissed from the gymnasiums onto the school busses at the end of the day.

Walking Buddies

All students walking home with younger siblings or relatives should meet and exit from the gymnasium.

Older Siblings

Older siblings will be dropped off and picked up at the youngest siblings drop off and pick up location. Older students may enter at the youngest sibling's arrival door.

Safety

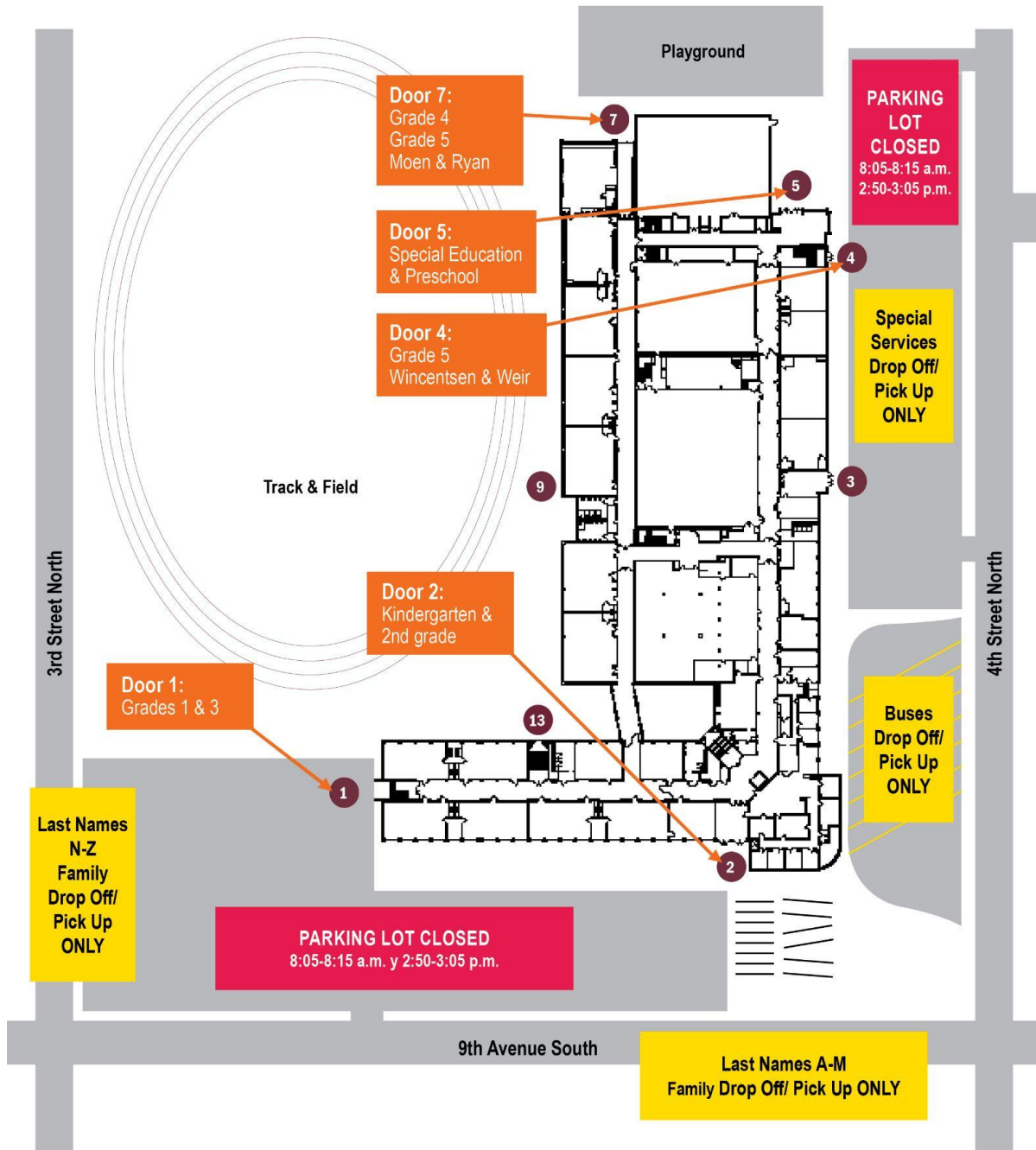
Students and families MUST use the sidewalks and cross with the patrols or crossing flags.

<u>Dismissal Chart</u>		
<u>Grade Level</u>	<u>Location</u>	<u>Time</u>
<u>Kindergarten</u>	Spruce Street	3:30pm
<u>Grade 1 & 2</u>	Spruce Street	3:35pm
<u>Grade 3 - 5</u>	Dale Street	3:35pm
<u>Busses</u>	KEC Parking Lot	3:35pm

SSP Elementary School Information Guide 2021-2022

LINCOLN CENTER procedures and expectations

Lincoln Center Drop Off/Pick Up Locations



SSP Elementary School Information Guide 2021-2022

Arrival (school starts at 8:20 a.m.)

- **DROP-OFF** - please adhere to the following procedures for morning drop-off
 - *Buses* – Buses will drop students on 4th Street
 - *Vehicle drop-off* – please drop-off students on the school side of the street according to the following schedule:
 - Families with the oldest child whose last name begins with A-L: drop-off on 9th Avenue North.
 - Families with the oldest child whose last name begins with M-Z: drop-off on 3rd St North.
 - *Walkers* - Please use the same entrance locations as noted with Vehicle Drop-off. In addition, students should wait at the corners to be crossed by a patrol (on duty at 8:00 a.m.)
 - *Bikers* – Students need to attend bike safety to ride their bike to school. If they bike to school they will need to lock their bike in the bike rack located on the north side of the building and enter through the main entrance.

GRADE	Grade Level Teacher - DOOR #
K	Door 2 (Main Door, 9th Ave Parking Lot & 9th Ave)
1	Door 1 (9th Ave & 9th Ave. Parking Lot)
2	Door 2 (Main Door, 9th Ave Parking Lot & 9th Ave)
3	Door 1 (9th Ave & 9th Ave. Parking Lot)
4	Door 7 (Nearest Playground)
5	Door 4 (Near Bus Loop) Wincentsen & Weir Door 7 (Nearest Playground) Moen & Ryan

- **BREAKFAST**
All students will be provided a “Grab-n-Go” breakfast. Students will immediately report to their classrooms prior to the start of their school day.

SSP Elementary School Information Guide

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Dismissal (school ends at 2:55 p.m.)

- **PICK-UP** - please adhere to the following procedures for afternoon pick-up
 - *Vehicle pick-up* – please pick up students on the school side of the street according to the following schedule:
 - Families with the oldest child whose last name begins with A-L: drop-off on 9th Avenue North.
 - Families with the oldest child whose last name begins with M-Z: drop-off on 3rd St North.
 - *Walkers* - Please use the same locations as noted above with Vehicle Pick-up. In addition, students should wait to be crossed by a patrol (on duty at 2:45 p.m.)

PARKING

Parking is available for families in both the 9th Avenue North and 4th Street North parking lots. Please note that both parking lots are closed from 8:05 - 8:15 a.m. and 2:50 - 3:05 p.m. for student safety. Vehicles will not be allowed in or out of the parking lots at those times.

There is no vehicle drop-off or pick-up of students allowed from the parking lots.

Buses and parents of students with physical needs will be the only vehicles allowed in the parking lots before and after school.

The driveway off of 3rd Street and 4th Street parking lots are for authorized vehicles only and should not be used for the drop off and pick up of students. Please continue to follow our past practice of using 3rd Street and 9th Avenue for drop off and pick up of students.

Emergency Procedures & Evacuations

The safety of all students is paramount in the event of an emergency. All South St. Paul Public Schools have procedures in place to respond to building, community or natural emergencies.

COMMUNICATION

Information about the nature of the emergency will be shared with families through the district's messaging system (Blackboard Connect), the district's website (sspps.org), district social media accounts, and through local news media.

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DRILLS

Each year, per state law, schools must conduct one severe weather drill, five fire drills, and five intruder drills. The purpose of the drills is to assure safety procedures are understood and followed, and to lessen anxiety in the case of an actual emergency.

EVACUATIONS

In the event of an evacuation, parents/guardians should come to the evacuation site to pick-up their student prior to the end of the school day, if possible. Photo IDs will be checked and only adults previously listed as emergency contacts will be allowed to take students from the evacuation areas. Students will only be released to a non-family member with approval by a parent/guardian.

Buses will run as usual at the end of the school day. If safe and appropriate, students will be allowed to walk home at the end of the day. If students usually get a ride home, staff will stay with students in the evacuation area until every student is safely accounted for.

Enrollment/Program Requirements

Families new to the South St. Paul Public Schools (SSPPS) can enroll online at sspps.org/enrollment. On this site you will find information about enrollment, school attendance boundaries, open enrollment, intradistrict transfer, free/reduced meals, and child care. Have questions or need help enrolling? Our Enrollment Center, (651) 457-9474, can help you enroll and learn about additional programs and services available to you and your family.

KINDERGARTEN ENROLLMENT

To be admitted to kindergarten, a student must be five years of age on or before September 1 of the school year for which admission is sought. Children who become five years of age on September 2 through November 1 of the school year for which admission is requested, may apply for Early Entrance to Kindergarten.

EARLY ENTRANCE TO KINDERGARTEN

Early Childhood Screening must be scheduled prior to applying for Early Entrance to Kindergarten. In South St. Paul, please call 651-288-6897 to schedule a screening appointment.

The Early Entrance to Kindergarten Application must be received at the elementary building by April 15 for consideration for the following school year.

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For questions or to receive the application, please contact the school office.

OPEN ENROLLMENT

Families residing outside of South St. Paul Public Schools are able to open enroll in SSPPS through Minnesota's Statewide Enrollment program. Learn more at [SSP Open Enrollment](#).

Family Communications

South St. Paul Public Schools places a high value on the connections we have with students, families and the community. We communicate in a variety of ways to help grow these important relationships. Families who do not have internet access, should contact their respective schools to arrange to receive information in other ways.

Kaposia Announcements

- **Daily Announcements** are made each morning at 9:00 a.m. over the intercom. Announcements often include upcoming school events and reminders, student birthdays and other key building information for students. Once a week we also say the Pledge of Allegiance as a school community during this time. *This is the primary school-wide communication to all Kaposia students.*
- **Weekly Announcements** are sent electronically to all Kaposia families on Fridays. This newsletter includes upcoming events, reminders and resources for families as well as PTA news. It also includes important messages from Principal Bretoi. *This is the primary school-wide communication to all families.*

Lincoln Center Announcements

- **Daily Announcements** are made each morning at 8:25 a.m. over the intercom. Announcements often include upcoming school events and reminders, student birthdays and other key building information for students. Once a week we also say the Pledge of Allegiance as a school community during this time. *This is the primary school-wide communication to all Lincoln Center students.*
 - **Weekly Announcements** are sent electronically to all Lincoln families on Fridays. This newsletter includes upcoming events, reminders and resources for families as well as PTA news. It also includes important messages from the principal. *This is the primary school-wide communication to all families.*
-

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Field Trips

The district supports and approves student field trips and travel beyond the classroom that are properly planned, well organized, and carefully supervised. Students participating in approved field trips and travel will be permitted to prepare assignments in advance or make up work missed in classes from which they are absent. All trips and travel require parent/guardian authorization.

A signed parent/guardian permission form is required for students to participate in field trips off of school property. Students without parental/guardian permission will be supervised in school for the duration of the field trip. Students need to be in school even if not attending a field trip. Emergency information must be on file in the office for a student to attend a field trip.

NOTE: No student will be denied a school-sponsored field trip due to the inability to pay. For scholarship opportunities, please contact your school principal.

COVID NOTE: *The district reserves the right to limit or cancel field trips if it's deemed necessary to help mitigate the spread of COVID-19 or other infectious diseases.*

Media Center

All students have access to the Media Center as part of the specialist rotation and as part of their home classroom. The number of materials able to be checked out at one time may be limited. Library books are available to all students. If books are lost or damaged, families are expected to make payment for the books as determined by district policy.

Parent/Teacher Associations

Parent/Teacher Associations (PTA) meet monthly in each building. See the principal's monthly newsletter and the District calendar for details. All parent(s)/guardian(s) are welcome and encouraged to attend.

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Report Cards & Conferences

REPORT CARDS

Report Cards are issued within one week after the end of each semester. Teachers will communicate to parents/guardians of students who are not making adequate progress.

CONFERENCES

Conferences are held for the teacher, student and parents/guardians to discuss the child's academic and social strengths and needs. This team is focused on helping the student become more aware of individual goals early in the year. As the year progresses, communication between home and school is ongoing. Student-led conferences in the spring allow students to share progress and highlight personal strengths.

During the school year, additional conferences may be held as requested by school personnel or parent(s) or legal guardian(s).

WHEN YOU ARE PARTICULARLY PLEASED

A word of sincere appreciation, for any school employee, is always gratefully received. We hope you will feel welcome to contact our staff whenever questions or problems arise. Please feel free to consult with us whenever it is necessary concerning school matters.

Severe Weather

Schools are open in South St. Paul except in a blizzard or weather conditions where public transportation is at a standstill. In such an extreme situation, an announcement over radio station 830 WCCO and/or our local media outlets: WCCO (Channel 4) KSTP (Channel 5), FOX 9 (Channel 9), KARE11 (Channel 11) television will be made with the revised starting time or the closing of school. Check the district website www.sspps.org/emergencyclosing for school closure information.

All students will have outside recess each day. Students should be dressed appropriately for the weather. In the winter, this would include coats, hats, snow-pants, gloves and boots. Inside recess occurs in the event of rain, or in the winter if the air temperature is 0 or below or the wind chill is -10 below. In case of a posted heat advisory, outdoor activities and recess will be left to administrative discretion and may be rescheduled or shortened. A student must have a note from their physician to be excused from recess.

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School Textbooks and Equipment

Each child is responsible for the proper care of books, school equipment and technology. The child is expected to return all books, equipment, and technology in good condition. Families will be charged for lost or excessively damaged books, equipment or technology.

School Patrol

Fourth and fifth grade students volunteer and are selected to serve on the school patrol. The school patrol is located at traffic points to help children cross intersections. We expect that children cross only under supervision of the patrol. Children must cooperate with the school patrol so children cross safely and so that we can provide the service effectively.

Student Treats (Including Birthdays)

South St. Paul Public Schools ask parents NOT to bring unhealthy treats for their child's birthday celebration. Unhealthy snacks such as cupcakes or candy should not be brought in to celebrate your child's birthday. Non-food or healthy snack celebrations are an excellent way to support our schools' commitment to promoting healthy behaviors. We provide our students a consistent message about the importance of their health and support the classroom lessons on the positive impact of a healthy lifestyle.

If you choose to send a healthy snack, please be sure to collaborate with the classroom teacher in advance to be incorporated into the class plans for the day. They need to be small and purchased from a store. We have seen an increase in very severe allergies in our buildings so please **do not send balloons or flowers of any kind**, or **products that contain peanuts**. Please do not plan your child's birthday party during school. Personal invitations will not be distributed during school hours. Other things to consider:

Non Food Ways to Celebrate

Donate a book with your child's name in it
Donate funds for playground or special area equipment
Volunteer in your child's classroom
Arrange for Family members to come in and read

Healthy Food Ways to Celebrate

Yogurt, fruit with granola topping
Baked chips with low fat dip
Apple with caramel
Crackers and cheese

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Visitors

All district school buildings are secured during the school day. For the safety of the students and staff, all exterior doors are locked during the school day except for the main entrance.

For the 2021-2022 school year, no visitors will be allowed inside the school buildings during student hours. Individuals wishing to visit the school during the school day should adhere to the following expectations:

- Visitors must coordinate with the classroom teacher, secretary or administrator to schedule a visit. Visitors are asked not to loiter in/or around the buildings, without purpose, to avoid interrupting the academic flow of the school day.
- Adult visitors are role models in our buildings and should abide by all school and district rules and codes of conduct.
- All visitors, including parents/guardians must first sign in at the main office, show their photo ID and receive a visitor badge.
- All visitors must sign out in the office upon departure from the building.
- Visitors who have not received permission from the office to be in the building will be asked to leave the premises. Failure to comply will be considered trespassing and the police will be contacted if necessary.
- Should an attempt be made by an unauthorized person to remove a child from school, the principal will immediately notify the custodial parent/guardian and contact the police if necessary.

As a guest in our building, it is expected that visitors remain in visual contact with a school employee when with students. For the protection of our students, as well as our visitors, it is expected that visitors refrain from physical contact with our students and do not discipline them.

It is a misdemeanor for a person to enter or be found in an elementary, middle or secondary school building unless the person is:

- An enrolled student, parent/ guardian of a student or an employee of the school district;
- Has permission or an invitation from a school official to be in the building; or
- Is attending a school event or meeting to which the student's family is invited.

Volunteers/Chaperones

Volunteers/Chaperones are welcomed and encouraged in SSPPS. Volunteer opportunities are determined and communicated by building/department administration and/or the classroom

SSP Elementary School Information Guide 2021-2022

teacher. The district reserves the right to limit or cancel volunteer/chaperone opportunities if it's deemed necessary to help mitigate the spread of COVID-19 or other infectious diseases.

All volunteers and chaperones are required to complete a *Volunteer Application Form* and complete a background check each school year. The fee for the background check is paid by the district.

SSP Elementary School Information Guide

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BEHAVIOR GUIDELINES, EXPECTATIONS and CONSEQUENCES

Every student and employee of South St. Paul Public Schools is entitled to learn and work in a safe school environment. Parents/guardians, teachers, staff and administrators are expected to mutually support each other in efforts to help students exhibit responsible behavior within the school community as part of learning basic life skills. Students are taught ways to handle differences in a non-violent manner and are expected to use those methods to handle disputes or conflicts. Our desire is that every child that comes to our school has the right to feel safe and free to be who they are without feeling any more or less significant than any other student in school. The goal of discipline is to help a child become a self-disciplined individual, with mature attitudes and socially acceptable standards of conduct.

To ensure this safe environment, the district and each school have established clear student discipline policies, consequences appropriate to behaviors, and a practice to implement these guidelines fairly. Students are expected to behave in accordance with federal, state and local laws, district policies and guidelines, and in a way that respects the rights and safety of others. Known violations of federal, state and local laws will be reported to local law authorities.

District-wide discipline guidelines are identified in the District's [Student Discipline Policy 506](#) and in the [Student Rights & Responsibilities Handbook](#), shared with all families at the beginning of the school year and available online at sspps.org/handbooks. These guidelines and the potential consequences apply any time a student is present on district property, participating in a school-sponsored activity, or traveling in a district vehicle. These guidelines and the potential consequences also apply to student behavior that has a connection to school property or the student's status as a district student. Student conduct that occurs off-campus, but has a connection to the school environment, may form the basis for school discipline. This specifically includes activities that occur off-campus over the internet, on social media, or through other communications. While consequences are listed in Policy 506 and the *Student Rights & Responsibilities Handbook*, all determinations will be made on a case-by-case basis. Minnesota State High School League consequences may also apply in accordance with its rules and district policy.

A student who accumulates excess violations of these disciplinary guidelines or for serious behavior may be disciplined in light of the student's overall record. The student and parent/guardian will have a conference with the principal and/or other(s) to make them aware that the student is accumulating excessive infractions. *Any student who has been suspended for violations of the guidelines may be recommended for expulsion upon their return if they commit additional offenses of the same nature.*

The general practice of the district regarding disciplinary action is to use a progressive and restorative form of discipline to the extent that is reasonable and possible based on the determined facts and situation of the student misconduct. The specific form of discipline utilized is at the discretion of the building principal. At a minimum, violation of district rules, regulations, policies or procedures will result in a discussion of the infraction, verbal warning by school administration, and some restorative action by the student. Note that infractions and consequences may also be modified or disregarded if circumstances require mitigation or exception (e.g., student whose misbehavior is related to their disability). These discipline guidelines are based on school policies, located on the district's website at sspps.org/policies.





South St. Paul Middle School

2021-2022 Student Guidebook



**We are Proud to be an
International Baccalaureate World School
Diploma Program**

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Kaposia Fight Song

**Stand up and Cheer
Stand up and cheer for our Kaposia
Pledge your loyalty
For it's our high school name so dear
Our teams are fighting
And we will help to see them through
We've got the team rah rah
We've got the steam rah rah
So our Kaposia here's to you
K-A-P-O-S-I-A
Fight Kaposia Fight**

August 2021

Dear SSP Middle School families,

Welcome back to a new school year! We are excited to see you! Over the past year and half, we have endured, persevered, and shown flexibility in a way many would never have imagined.

At South St. Paul Middle School, we know that our scholars are capable of adjusting to the needs of our community, and supporting one another through the unimaginable.

As we prepare for the new year, we continue to pledge to our students and families a high quality, rigorous academic year that will support the growth and development of all South St. Paul Middle School students. We are prepared to support our students as we return to in-person learning, and are confident that no matter what this year brings, we will continue to support our students and families to the best of our abilities as we learn and grow together.

This document will serve as a reference for you as we begin the year, and as questions or concerns may arise throughout the year.

South St. Paul Middle School is committed to serving our families, students, and community, and we are excited to begin another new year together.

Sincerely,

Ms. Bourg

Principal - South St. Paul Middle School

Passionate Learners  |  ***Positively Changing Our World***

OUR MISSION (our core purpose)

Ignite a passion in every learner to inquire, continuously improve and engage in changing our world.

OUR VISION (what we intend to create)

- Prepare each and every student for their next step
- Provide high quality , individualized programs, services and personalized learning for all ages and stages of a learner’s life
- Build capacity in our learners to exemplify the IB Learner Profile
- Partner with our families and community to develop shared ownership of student outcomes and family learning needs
- Ensure students and families have reliable and regular access to technology for accelerated learning

OUR STRATEGIC DIRECTIONS (how we will get there)

- Develop** systemic student support services in each school and classroom
- Promote** ownership of learning by students and staff through an engaging environment and professional development
- Secure, sustain and allocate** resources to meet student needs
- Strengthen** family connections and engagement
- Partner** with community and businesses to leverage local resources

Minnesota’s First K-12 IB World Schools District

**“DEVELOPING LIFELONG LEARNERS...
EDUCATION FOR A CHANGING WORLD”**

EQUAL OPPORTUNITY STATEMENT

It is the policy of the South St. Paul Special School District No. 6 to provide equal educational opportunities to all persons regardless of race, color, creed, religion, national origin, sex, age, marital status and status with regard to public assistance or disability (except when sex and non-disability may be a bona fide consideration).



SOUTH ST. PAUL PUBLIC SCHOOLS
STUDENT BILL OF RIGHTS AND RESPONSIBILITIES

- **You have the right** to be treated with respect and dignity by your fellow students, teachers and other school employees without regard to race, religion, sex, age, disability or family structure.
You have a responsibility to treat your fellow students and all school employees with respect.

- **You have the right** to be treated as a unique individual with different needs, learning styles and abilities.
You have a responsibility to complete assignments to the best of your ability and to adapt to different teachers and teaching styles.

- **You have the right**, along with your parents, to participate in decisions affecting your educational program.
You and your parents have a responsibility to actively participate in conferences and meetings held on your behalf.

- **You have the right** to a comprehensive curriculum.
You have a responsibility to take advantage of the curriculum.

- **You have the right** to expect a building environment that is safe, clean and comfortable.
You have a responsibility to do your part in maintaining the safety, cleanliness and comfort of that environment.

- **You have the right** to attend classes where dedicated, caring teachers are well prepared to teach.
You have a responsibility to be well prepared to learn.

SOUTH ST. PAUL SECONDARY BUILDING STUDENT - FAMILY - TEACHER Compact for Student Success

Families and school are partners in education. We all need to work together to ensure that our students gain the most from their high school experience.

STUDENTS WILL:

- Attend school on time every day.
- Respect themselves, their teachers and classmates, and be a cooperative learner.
- Prepare for class daily and complete homework on time.
- Give their best effort to school work and seek assistance when needed.
- Inform their parents/family about their school progress and other important information.

FAMILIES:

- Send students to school appropriately dressed, prepared to learn and on time every day.
- Provide a healthy home environment including adequate sleep, nutrition, and school supplies.
- Require daily time for homework or study.
- Encourage and praise each student's learning efforts.
- Communicate with teachers and support their homework policies and classroom expectations.

TEACHERS WILL:

- Have high expectations of success for all students.
- Provide a safe and positive learning environment.
- Teach and motivate students to the best of their abilities.
- Respect and address each student's individual needs and encourage individual talents.
- Communicate with parents regarding student progress and work cooperatively on student issues when needed.

TOGETHER WE'LL MAKE A DIFFERENCE!

SOUTH ST. PAUL SECONDARY

700 Second Street North, South St. Paul, MN 55075

Main Office: (651) 457-9408 | Fax: (651) 457-9455 | Staff Voicemail: (651) 552-5580

Office Hours: 7:00 AM – 4:00 PM

Student School hours: 7:50 AM-2:25 PM

Doors open at 7:30 AM

www.sspps.org

OFFICE INFORMATION

Academics & Administration

Building Principal	Leah Bourg	306-3659
Principal's Secretary	Joleen Macioch	457-9410
Assistant Principal	Julian Stanke	457-9405
School Counselor 6th & 7th Maroon	Kelsey MacQueen	306-3693
School Counselor 7th Gold & 8th	Shiloh Johnson	306-3688
Student Support Specialist	Austin Junker	306-3692
Multicultural Liaison	Nelly Ross	457-9490

Activities

Asst. Principal/Student Activities	Chad Sexauer	457-9417
Sports Hotline		457-9419
Activities Office Secretary	Kris Nihart	457-9462

Attendance

To Report an Absence		457-9415
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Health Office

Licensed School Nurse	Kris Lefferts	457-9449
Health Office Assistant	Jennifer Schloesser	457-9476

Office

Main Office		457-9408
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PARENT AND STUDENT RESOURCES

ASSISTANT PRINCIPALS

The assistant principals will be working with you in all aspects of your educational experience. They will work with all students to understand their strengths, weaknesses and to determine aptitudes, abilities, and interests. In addition, they can help with schedule changes, academic concerns and social issues.

The assistant principals also assist with a variety of issues that may be affecting your academic or emotional well-being. Appointments can be made in the main office, please call (651) 457-9408 to set appointments with the appropriate grade level assistant principal.

South St. Paul Counseling Program

The South St. Paul Counseling Program is a cooperative effort involving students, staff, parents, and the community. Counselors are available to assist students in the following areas:

- Education Planning
- Career Planning
- Decision Making
- Academic Counseling
- Personal and Social Growth
- Individual or Small Group Counseling
- Parent and Teacher Consultations
- Referral Assistance to Other Programs
- Other Areas as Needed

RESOURCE OFFICER

- Provides a practical understanding of law and the legal system for students
- Creates an opportunity for a positive, meaningful, educational experience about the role of police officers
- Increases the ability of students and community members to voice their concerns
- Improves empathy for the role of the police officers
- Builds mutual trust between police, students, and community members
- Demonstrates positive interaction between police officers, other members of the school, and the community
- Strengthens school and/or community dialogue and decision making processes

STUDENT/FAMILY SUPPORT

Student support will be available to assist students and families who are in need of non-academic support. Long-term therapy is not offered at school.

- Resource Officer (651) 457-9463
- 360 Community Family Support Worker, (651) 552-3094
- Associated Clinic of Psychology (612) 455-8643

Students and families can find assistance for appropriate support from outside resources.

ATTENDANCE

Call the Attendance Office on the day of the absence by 8:30 AM to report absence at (651) 457-9415 (a 24-hour voicemail number.) Please leave the student's first and last name, reason for absence, your relationship to the student and a phone number where you can be reached.

OR

A note from the parent/guardian accompanies the student upon his/her return to school.

ATTENDANCE INFORMATION: PHILOSOPHY

The South St. Paul Secondary Building believes that regular school attendance directly relates to success in academic work, benefits students socially, provides opportunity for important communication between teacher and student and establishes regular habits of dependability important to the future of the student. The following attendance procedures are intended to be positive and not punitive. These procedures also recognize that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators. While parents have the authority to remove their students from school at any time and for any reason that they choose, the school has the responsibility, under state law, to determine whether the absence is excused, and if not, to take corrective action, including disciplinary consequences.



When students are to be absent from school for all or part of the school day or when students must leave school for an appointment, parents/guardians must call or notify the school on the day of the absence or earlier at (651) 457-9415. If the school does not receive a call or note within 24 hours of the absence, the absence will automatically become an unexcused absence.

There are two exceptions to this policy:

- a. Students may leave school if they are enrolled in one of the approved work experience programs, community service or Post-Secondary Option Programs.
- b. Special permission to leave school can be granted by the Principal or assistant principals. All other absences will be dealt with accordingly. Please make doctor, dentist, or other appointments on non-school time, whenever possible.

When a student becomes ill during the school day, he/she must report to the nurse's office.

Students must not leave the building when ill without checking with the nurse or one of the office secretaries. If this procedure is not followed, the student will be considered unexcused.

Any student who exceeds seven (7) unexcused absences in any class period could be placed on non-credit status. Prior to loss of credit an administrative conference must be held among the principal, student, parent and teacher if applicable. There will be an appeals process to review the absences for any unusual circumstances and to document absences for doctor or other specialist visits. An appeals process is in place for students/parents/guardians that feel extenuating circumstances should be considered prior to denying credit. The appeals group will consist of teachers and an administrator. A good practice to follow is to ask for notes from your doctor, dentist, etc. at the time of any appointment for future documentation. Special exceptions will be made for students with serious injuries, long term illnesses, family emergencies, or school approved absences.

THE APPEAL PROCESS

At the end of the semester, a student who is passing a course but has lost credit due to truancy will have the option to appeal the loss of credit. Appeal hearings will be scheduled during the last days of the semester.

The attendance appeals committee shall consist of a designated administrator, and teacher representatives. The student appealing the loss of credit is required to attend the hearing. If he/she does not appear for the hearing, the student will lose credit for the course. Parent(s)/guardian(s) may attend.

PROCEDURES FOR ABSENCES/LATE ARRIVALS/EARLY DISMISSAL

These procedures also recognize that class attendance is a joint responsibility to be shared by student, parent or guardian, teacher and administrators.

STUDENT PROCEDURES

1. If you have been absent please report to the attendance office with your excused note. The attendance office will issue you an excused pass. All of your teachers need to sign your pass.
2. If you know you will be missing school, please bring a note from your parent/guardian ahead of time to the attendance office. You will carry a slip around for all your teachers to sign.
3. If you need to leave school early, you must have a note from your parent/guardian. The attendance office will issue you an early release slip before school.
4. After 8:05 a.m., students must report to the attendance office for a pass to class. If a student arrives after 8:05 a.m., they are expected to go to class, but they are considered absent for the period.

If a student misses more than 15 minutes of a class period, they are considered absent for the class period.

5. If you become ill during the school day, you must report to the health office for proper release. If you do not report to the health office (or leave the building without prior permission from an administrator), your absence is unexcused.

PARENT/GUARDIAN PROCEDURES

1. Call the Attendance Office on the day of the absence by 8:30 AM to report absence at (651) 457-9415 (a 24-hour voicemail number.) **Please leave the student's first and last name, reason for absence, your relationship to the student and a phone number where you can be reached.**
2. A note from the parent/guardian must accompany the student upon his/her return to school.
3. Notify the Attendance Office if your son/daughter will be gone for family or medical emergencies.

If you will be gone for 3 or more days, you must bring a note to the attendance office 2 days prior to the day you will be gone.

4. Notify the Attendance Office by note if your son/daughter is to leave early for an appointment.

SCHOOL PROCEDURES

1. The secondary building has implemented an automated attendance alert calling system. This system will automatically place two phone calls to the parents/guardians, one in the morning and one in the evening, to notify them of their child's absence regardless if the absence has been phoned in or not.
2. All absences are considered unexcused until verification can be made.
NOTE - When checking your student's attendance online, please realize that the attendance will appear as unexcused until the student returns to school with a parent/guardian note.

APPROVED ABSENCES

PRE APPROVED ABSENCES

Absences for family trips need to be pre-approved by a written application to the Attendance Office by the parent/guardian.

EXCUSED AND UNEXCUSED ABSENCES

When a student is absent from class, the student is expected to complete missed work and assignments. The MAKE-UP WORK POLICY applies to any absence. Students will have an equal amount of time to turn in make-up work as the time absent. For example, for a one-day absence, the student will have one day to turn in make-up work. Any work not completed within this period shall result in No Credit (NC) for the missed assignment.

MAKE-UP WORK / A STUDENT'S RESPONSIBILITY

Following an absence, it is the responsibility of the student to find out assignments and to complete course work assigned. Students are expected to complete any missed assignments and assessments that result from an absence. Generally, students are given one (1) day to make-up work missed during a one-day absence. (The exception to this rule is when a test or assignment has been announced in advance while the student is in attendance and then they miss the day of the test or the date the assignment is due. In such cases, the student may be required to take the test and/or hand in the assignment the first day back in school).

EXCUSED ABSENCE DEFINITION

Excused absences fall under these categories:

1. Family emergencies (serious family illness, injury or death)
2. Medical appointments (the school reserves the right to verify)
3. Student illness
4. School approved activities
5. Required court appointments
6. Pre-approved absences by the administration including family vacations
7. Religious holidays or religious release time
8. Suspension
9. Tournaments approved by the Activities Office

UNEXCUSED ABSENCES

All absences not authorized by the parent/guardian or the school.

UNEXCUSED ABSENCE DEFINITION

Unexcused absences fall under these categories:

- | | |
|---|--|
| Miss the bus/car trouble | Skipping a class/leaving the building without a pass |
| Oversleeping | Babysitting |
| Tournaments not approved by the Activities Office | |
| Running an errand | Parent not calling in for the student |
| Jobs outside of school | |

CONSEQUENCES OF UNEXCUSED ABSENCES

1. First unexcused absence, the parent is notified by the administrator. The office will assign detention. Students are expected to complete any missed assignments.
2. Second /Third unexcused absence, the parent is notified by the teacher and administrator. The office will assign two detentions.
3. Fourth unexcused absence, the parent is notified by the teacher and an administrator. The office may assign Out of School Suspension. An attendance contract will be written by an administrator.
4. Fifth unexcused absence in a class. The office may assign Out of School Suspension. Students will potentially lose credit in the class(es). The administrator will have a conference with the student and the parent to develop and implement an attendance accountability contract.

TARDIES

Definition: If a student is not IN the classroom and prepared to begin class at the designated start time for the class, the student is tardy.

TARDINESS

South St. Paul Secondary does use a bell system. Students are required to keep track of time and are considered tardy if they are not in the classroom when the the class period begins. Tardy Sweeps will be done periodically by the administration. Students are always expected to report to class no matter how much time is remaining in the class period.

ACADEMIC INFORMATION

INTERNATIONAL BACCALAUREATE MIDDLE YEARS PROGRAM (IBMYP)

The International Baccalaureate Middle Years Program (IB MYP) includes all students in grades six through 10. As part of the IB MYP, a student studies eight traditional subjects each year which are organized around a framework for learning that is especially appropriate for the development of students in this age group. Students are assessed in each subject according to criteria established by the International Baccalaureate Organization. In the final year of the program, grade 10, students complete a final project called the Personal Project.



For more information, please contact the **IB-MYP Curriculum Coordinator, Melissa Miller at (651) 552-5569.**

SPECIAL EDUCATION SERVICES

Children with disabilities are eligible for special education and related services from birth to age 21 as defined in federal law, P.L. 101-476, Individuals with Disabilities Education Act (IDEA) and Minnesota State Board of Education Rules, Chapter 3525.0200. Parent(s)/guardian(s) can expect their referral to be processed by the Child Study team in a timely manner and according to due process requirements. Contact the grade level Assistant Principal or Director of Special Services, Kelly Tetrick at (651) 457- 9466 for further information and assistance.

HOME SCHOOLING

The South St. Paul Public School District recognizes the right of the parent(s)/guardian(s) to decide the appropriate educational setting for their child. This may include the option of homeschooling. Homeschooling is an option for the parent(s)/guardian(s) to be the sole provider of the education of their child in all subjects. The only situation where an exception would be made is if a parent(s) /guardian(s) object, for religious reasons, to the course content in a health education class. In this case, health education could be taught as a single home schooled course, with all other courses taken at the school. In choosing this option, the parent(s)/guardian(s) are responsible for meeting the requirements as prescribed by the State of Minnesota. If you are interested in this option, a complete packet is available from the district office.

REGISTRATION AND SCHEDULES

SCHEDULE CHANGES

All requests for schedule changes should be made before school opens. The only schedule changes that will be made after school starts are those that must be made due to an error made in a student's schedule or changes that have the approval of the administration. **No schedule change requests made by student or parent will be made after the first week of the semester.**

DAY ONE/DAY TWO CLASSES

The start of each trimester begins with a Day One course. In the event of school cancellation or other unforeseen events we will continue with the regular student schedule as if there was no interruption.

WITHDRAWALS

Any parent planning to withdraw their student from school for any reason must meet with a building administrator before the last day of attendance. The student will be given a check-out form that must be completed before he/she leaves the building. An official transcript will be mailed upon request to the school to which the student is transferring after completion of the withdrawal form.

Actions Subject to Discipline and Guidelines

MISBEHAVIORS AND CONSEQUENCES

South Saint Paul Students – Standards of Conduct

Discipline should not be confused with punishment. The goal of discipline is a self-disciplined individual, with mature attitudes and socially acceptable standards of conduct. Disciplinary policies within the secondary building shall be enforced within general guidelines. The MAXIMUM administrative actions are expulsion and exclusion.

For more information regarding Actions Subject to Discipline and Guidelines

please refer to the 2021-2022 Student Rights and Responsibilities handbook.

It is the policy of the South St. Paul School District to provide a safe learning environment for all students. If a student violates a rule or provision in this Student Handbook, School Board Policy Number 523, or any other School District rule or policy, discipline may be imposed. The listing of consequences for offenses below is meant to be a guideline and does not imply or require that the minimum be used before a more severe consequence is imposed. Depending on the nature and severity of the violation, the administrator may choose a more severe consequence.

DISCIPLINARY ACTION MAY INCLUDE, BUT IS NOT LIMITED TO THE FOLLOWING:

- Meeting with the student
- Meeting with the teacher and administration
- Meeting with coach, activities director and administration
- Loss of school privileges
- Schedule adjustment
- Modified school programs
- Financial restitution
- Referral to police or appropriate authorities
- Removal from class
- Detention
- Exclusion
- Suspension
- Expulsion
- Homebound

SUSPENSION

The administration has the option of suspending a student for serious infractions of school rules. Students who are suspended from school are not allowed to attend or participate in any school function, and must remain off the school grounds during the entire time of suspension. Violation of this may result in the administration contacting the South St. Paul Police Department and charging the student(s) with trespassing.

EXPULSION

Expulsion normally occurs after other disciplinary interventions have failed. A student may be expelled from regular school attendance following an appropriate school board hearing. Expulsion procedures shall include written notification of the hearing, a statement of the charges to be proved, the right to legal counsel, and receipt of a written copy of the findings and decision. Expulsion proceedings can take place upon the student's actions or behavior which undermine good school order; actions which pose a threat to the general welfare of the school; conduct which threatens or violates the physical or emotional well-being and safety of other students or school personnel; actions which constitute flagrant disobedience, insolence or insubordination in direct defiance of reasonable rules and regulations; and actions which deprive other students of an opportunity to pursue their own education. An expulsion from school may be imposed by the school board upon the recommendation of the principal or superintendent for a period or more than ten days up to one full academic year. Hearings will be conducted in accordance with the Minnesota Pupil Fair Dismissal Act

In accordance with the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40 through 121A.56, a student may be excluded or expelled from school for any of the following grounds:

1. Willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the pupil or other pupils, or surrounding persons, including school district employees, or property of the school.

TENNESSEN WARNING -When students commit an offense that will result in a disciplinary action or exclusion or expulsion, students are not legally required to provide any information during the interview. The purpose of the interview is to find out the facts and impose proper discipline. Information provided is expected to be accurate. Information received during the investigation may be used to inform parents/guardians, MSHSL, police or other necessary authorities.

For more information regarding Actions Subject to Discipline and Guidelines please refer to the 2021-2022 Student Rights and Responsibilities handbook.

HEALTH SERVICES

HEALTH OFFICE

If your child becomes ill or is injured during the school day, the health office will notify the parent(s)/guardian(s) so arrangements can be made for the student to go home. Emergency information cards are essential and must be kept current. Parent(s)/guardian(s) home and work adult numbers are required. No student will be allowed to walk or drive home without the permission of an adult listed on the emergency card. Please notify the school of changes.

HEALTH SERVICES

The health office is located on the first floor near the commons area. The health office is used as an emergency center to give proper care to students who have had an accident or become ill at school.

A nurse is not allowed by law to give medication or treatment except under the direct order of a physician. Students are not to come to school when they are ill nor should they expect injuries that occur at home to be cared for in school. If a



student becomes ill or injured during the day, he/she should ask the teacher for a pass and report to the health office.

PLEASE NOTE: A student who becomes ill in school may not leave the high school building unless a health office staff member gives permission. Once the student has been released from school the parent(s)/guardian(s) are responsible.

HEALTH OFFICE GUIDELINES TO PROMOTE A HEALTHY ENVIRONMENT FOR ALL STUDENTS AND STAFF

1. If your child becomes ill or is injured during the school day, the health office will notify the
 - a. parent(s)/guardian(s) so arrangements can be made for the student to go home. Emergency information cards are essential and must be kept current. Parent(s)/guardian(s) home and work numbers are required. No student will be allowed to walk or drive home without the permission of an adult listed on the emergency card. Please notify the school of changes.
2. Always keep your child at home if his/her temperature is 100 degrees or higher. Temperatures should be normal for 24 hours before he/she returns to school. Students with a temperature of 100 degrees or above cannot stay in school and parent(s)/guardian(s) will be notified that they must provide transportation home.
3. Please notify the health office if your child develops a communicable disease such as strep throat, chicken pox, impetigo, scarlet fever, red and mattering eyes, etc. **NOTE:** If you take your child in for a throat culture, DO NOT send them back to school until the results come back negative or they have been on antibiotics for 24 hours.
4. If your child has been vomiting and/or experiencing diarrhea, please keep him/her home until 24 hours after the last episode.
5. If your child has a rash that you do not know the cause, and it might be disease related, please check with your family doctor before sending him/her to school.
6. If your child has activity limitations or needs to be excused from physical education for longer than 2 days, bring a doctor's note to the health office. Your child will be given a pass by the health office staff to to excuse the child from the activity and provide an alternate assignment.
7. If a vision or hearing screening is warranted , the district may provide the appropriate screening. If a parent/guardian does not want their child screened they need to contact the school nurse to opt out.
8. In an extreme emergency, an ambulance will be called and your child will be taken to the nearest hospital. This will be billed to the parent(s)/guardian(s).
9. Minnesota State Law will be enforced regarding required immunizations. Please contact the Health Office at 457-9449 or 457-9476 if you have any questions about your child's immunization status.
10. Parent(s)/Guardian(s) of students requesting that any prescription or over the counter medication be administered during school hours by school personnel are required to provide:
 - a. A written parental release for the administration of medication,
 - b. A signed statement from the licensed prescriber stating the name, dose, and frequency of the medication to be given,
 - c. Medication in the original container or pharmacy-labeled container.

Secondary students may self-administer and self-carry nonprescription, over-the-counter, pain-relieving medication during the school day provided that:

- A. A written request by parent/guardian stating the name, dose, and frequency of the medication has been provided to the school;
- B. The medication is brought in the original container and used in a manner consistent with the label;
- C. The medication does not contain ephedrine or pseudoephedrine.

The district may revoke a student's privilege to possess and use nonprescription pain relievers if the district determines that the student is abusing the privilege.

INSURANCE

The school district does not carry insurance to cover student injuries.

As a service to the students and their families, the school district makes available a student accident insurance plan for students 6-12 at a very nominal cost. Contact the office for more information.

GENERAL INFORMATION

ADDRESS CHANGE

If you have a change of address or telephone number, please report this to the high school office.

AGE OF MAJORITY

All students regardless of age, are required to follow the rules and regulations of South St. Paul High School. The age of majority in Minnesota is eighteen (18) years of age.

ANNOUNCEMENTS

Announcements will be read each day. Students requesting an announcement must work with a teacher, coach or advisor. In addition, information can be found in display cases. Daily announcements are posted in the display case outside the office. **(Please see District Policy #505)**

BACKGROUND CHECK

Volunteering

- Volunteers are welcomed and encouraged in our school district. Volunteer opportunities are determined and communicated by the building/department administration and/or classroom teacher. All volunteers are required to complete a Volunteer Application Form and complete a background check each school year. The fee for the background check is paid by the district.

BUS SAFETY

School bus safety guidelines as established by the bus company are:

1. Follow the directions of the bus driver.
2. Stay out of the danger zones outside the bus.
3. Remain seated in your own seat.
4. Keep your hands, feet and all objects to yourself and inside the bus.
5. No fighting, loud behavior, or inappropriate language.
6. Do not eat or drink on the bus.
7. Do not possess or use hazardous/nuisance items or prohibited chemicals.

Safety code violations will be handled in the following manner:

FIRST VIOLATION

Verbal and/or written warning. If the violation is of such a serious nature that the student's continued presence on the bus poses immediate and substantial risk to the health, safety and welfare of him/her and/or other passengers, riding privileges may be revoked immediately.

SECOND VIOLATION

Removal from bus riding privileges for up to one week.

THIRD VIOLATION

Removal from bus riding privileges, for two weeks or remainder of the school year, depending upon the seriousness of the violation.

CLOSED CAMPUS

All lunch periods will have closed campus. Students are to remain in the cafeteria until their lunch period ends.

EMERGENCY DRILLS

It is important that students regard emergency drills seriously and know the procedure to follow in case of an actual emergency. Teachers will inform students as to the exit route from each classroom and directions will be posted near the door. Disciplinary action will follow if students willfully do not follow safety drill procedures.

FOOD SERVICE: BREAKFAST AND LUNCH INFORMATION

FREE Breakfast and Lunch for all students

Thanks to a U.S. Department of Agriculture (USDA) waiver, districts are able to offer school meals free of charge to all students for the 2021-22 school year. Through the waiver, districts will continue to receive meal reimbursement dollars from the federal government to help cover the costs of the student meals.

Even though school meals will be provided free of charge for the 2021-22 school year, SSPPS strongly encourages ALL families to still complete the annual Educational Benefits Application regardless of income or eligibility. By completing the application, your student and family may be eligible for a variety of discounts through SSPPS like free/reduced athletic/activity fees as well as many other discounts. See Educational Benefits Application (Free/Reduced Priced Meals) section below or visit our website for more information on available discounts and how to apply.

Breakfast is served Monday through Friday from 7:30 - 7:50 AM.

ORDERING OF FOOD/DROPPING OFF FOOD: Students may not order food from commercial vendors/restaurants. Food delivered from commercial vendors will be held until the end of the school day and school consequences may be assigned. Parents/Guardians are discouraged from dropping off food from outside vendors/restaurants.

HOMEWORK

We believe learning should go beyond the limitations of the school building and school day and extend into the home and community. Effective use of homework helps students to be more effective learners and high achievers while promoting student independence and responsibility. We define homework as tasks assigned to students that are meant to be carried out during non-school hours. Assignments may include materials already taught as well as assignments meant to prepare students for upcoming lessons.

MEDIA CENTER

You are welcome to use the various materials in the media center: books, films, tapes, magazines, newspapers, computers, etc. The staff will help you if you have questions about the use of the facility or if you need help in

finding materials. Students coming to the media center during the school day need a pass from their teacher. Students wishing to use the media center after school do not need a pass. Seniors with materials not returned or paid for will not receive a diploma. Be sure to check materials out before taking them from the area. Magazines and reference books are to be used only in the media center. Failure to return borrowed items, when due, will result in the suspension of borrowing privileges. Lost or damaged materials must be paid for by the student.

Hours: The media center will be available from 7:15 AM to 3:30 PM daily.

LOCKERS

Students are expected to use only the locker assigned to them and are responsible for all contents within the locker. Money and other valuables should not be brought to school. The school district assumes no responsibility for finding or protecting items contained within a locker. If the locker is damaged in any way the student will be charged.

School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for students.

Inspection of the interior of lockers may be conducted by school authorities, for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules.

PERSONAL PROPERTY

Personal property should be marked with a marking pen or with a label. Articles are much more likely to be returned to the proper person if they are marked clearly. Students are advised not to bring expensive items to school.

PHYSICAL EDUCATION INFORMATION

Information will be given to you by your physical education teacher regarding appropriate attire. All physical education clothing should be labeled. Students taking physical education are required to bring their own padlock. Students will not be excused from physical education classes for more than two physical education periods unless they have a note from the doctor.

PLEDGE OF ALLEGIANCE

It is Special School District 6 policy to recite the Pledge of Allegiance during school. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students must respect another person's right to make that choice. (Minn. Stat. 121A.11, subdivision 3 (c)).

STUDENT VISITOR

Students may visit our school if they are interested in enrolling. The host student must pick up a permission form from the high school office two days in advance of the visit. In order to receive a permission form, you must present a written note from your parent(s)/guardian(s). The permission form must be signed by all of your teachers and returned to the office for the administration approval. If this procedure is not followed, you will be denied permission.

Please note:

1. Students may have only one visitor at a time.
2. Visits will not be allowed during the first weeks of a grading period and the days immediately preceding holidays or the final 2 weeks of a grading period.

3. Visitors over school age are not allowed.
4. No visitor will be granted a pass after first period.
5. A maximum of two visitors per day per grade.
6. Visits should be for only one day.
7. Visitors from neighboring schools, who are on vacation, will not be allowed.
8. Uncooperative visitors will be asked to leave.

UNAUTHORIZED VISITORS

The Trespassing statute (MN Stat. 609.609) contains a provision making it a gross misdemeanor for a group of three or more persons to be found in the school building after 2:50 PM unless the persons:

- 1) are enrolled students or their parent(s)/guardian(s);
- 2) have reported to the school office or have permission to be in the building;
- 3) are attending an event to which the public is or the individuals are invited.

Students who are in the building after 2:50 PM may be given a “No Trespassing” letter issued by the South St. Paul Police Department. The letter will state that the student(s) are not to be on school grounds without their parent or permission from the administration for up to one calendar year from the time the ticket is issued. Consequently, students who are caught trespassing will receive a ticket by the police and may receive school consequences for the violation. Consequences may vary depending on the situation with out of school.

INFORMATION TECHNOLOGY



Use of the Internet as an effective and engaging tool for learning is well established. The broad audience and scope of student Internet publication and activities warrants the following Information Technology Acceptable Use Agreement. *School Board Policies that may apply include but are not limited to: 512 School-Sponsored Student Publications and Activities; 514 Bullying Prohibition Policy; 515 Protection and Privacy of Pupil Records; 519 Interviews of Students by Outside Agencies, 523; Student Conduct Policy and Standards of Conduct; 526 Hazing Prohibition; and 474 Information Technology Acceptable Use Policy.*

TEXTBOOKS

Textbooks are furnished by the school district. Lost or damaged books must be paid for by the student to whom they were checked out. The school will charge an appropriate replacement fee for textbooks, workbooks or library books lost or destroyed by students.

TECHNOLOGY/DEVICES

All students are expected to use their school-issued device in every class, every day. Students can bring their own technology if it meets the minimum standards (posted on our website under Students—BYOT). Students will be accessing online learning materials, and in some cases, will be using online textbooks instead of traditional textbooks. For devices furnished to students by the school district, the cost of repairs for damaged, lost or stolen devices must be paid by the student to whom the device was checked out. There is insurance available for families to purchase to help cover minor, accidental damages that may occur. Daily in-school checkout devices are available in the Media Center until fines have been paid in full or arrangements have been made with the Assistant Principal.



STUDENT ACTIVITIES

Forms Required for Participation in Athletics & Activities

- **Parental Permit and MSHSL Form:** These signed documents must be completed and turned in prior to participation and will be kept on file in the Activities Office.
- **Transportation Agreement Form:** This signed document must be completed and turned in prior to participation and will be kept on file in the Activities Office.
- **Physical Examination (where applicable):** A physical exam is required the first year of participation and every three (3) years thereafter. The physical form must be completed by the physician and submitted to the Activities Office prior to participation. The form will be kept on file in the Activities Office.
- **Emergency Medical Authorization:** Each participant's parents or legal guardians shall complete an emergency medical authorization card giving permission for treatment by a physician or hospital when the parents or guardians are not available. The card must be completed and turned in prior to participation and will be kept in the team medical kit for availability at all practices and contests.
- **Insurance Waiver:** The school district does not carry insurance to cover student athletic and co-curricular injuries.



If a participant's parents or legal guardians feel they have adequate insurance coverage in the event of an injury, and therefore will not hold Special School District #6 liable for any costs, a waiver must be signed and returned with all other activity registration information.

As a service to the students and their families, the school district makes available a student accident insurance plan for participants in both athletic and co-curricular activities at a very nominal cost. For more information, please contact the Activities Office.

For more information regarding activities and athletics please visit <https://www.sppps.org/athletics>.

Guidebook Signature Sheet 2021-2022 School Year

Teacher's Name: _____ (print)

Student's Name: _____ (print)

Grade: _____

Date: _____

I have received a copy of the student guidebook, and I understand that it is my responsibility to access the handbook and read it. I understand that it is also my responsibility to abide by all of the District's policies, as they are presented on the District's website at www.sspps.org. Students should pay particular attention to the policies in Section 500 which specifically pertains to students. I must ask questions if I do not understand current policies or a portion of the handbook. I understand that I will be held accountable to the District's policies.

Student Signature: _____

South St. Paul High School 2021-2022 Student Guidebook



**We are Proud to be an
International Baccalaureate World School
Diploma Program**

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Kaposia Fight Song

**Stand up and Cheer
Stand up and cheer for our Kaposia
Pledge your loyalty
For it's our high school name so dear
Our teams are fighting
And we will help to see them through
We've got the team rah rah
We've got the steam rah rah
So our Kaposia here's to you
K-A-P-O-S-I-A
Fight Kaposia Fight**

August 2021

Dear SSP High School families,

Last year was a year like no other that we have ever endured! Think about it...

- we started the school year in distance learning,*
- moved to hybrid learning,*
- back to distancing learning for the entire 2nd trimester,*
- back to hybrid and then 4 days a week...it had been one crazy year.*

*Through it all, though, the Packers of South St. PauHigh School showed grit, resolve and a can-do attitude. There was nothing that the COVID virus sent our way that we could not handle. **Together we got through it all.***

I am so proud of the way we handled every different situation. We handled last year with class, dignity and poise. In true Packerfashion we “did not do the same thing over and over again and expect a different result” (thank you Albert Einstein) but instead we did a different thing over and over again and improved in our results.

- We are proud of the work we have done!*
- We are proud of the grit we showed!*
- We are proud of the resolve we exhibited!*
- We are proud of the can-do attitude we presented!*
- We are proud of how we handled a real difficult year with class, dignity and poise.*
- We are proud to be the SSP PACKERS!*

I am looking forward to a fantastic year and I want you to know that I am proud of each of you and proud to be your Principal!

*Sincerely,
Mr. Ochocki*

Passionate Learners | *Positively Changing Our World*

OUR MISSION (our core purpose)

Ignite a passion in every learner to inquire, continuously improve and engage in changing our world.

OUR VISION (what we intend to create)

By 2020, we will....

- Prepare each and every student for their next step
- Provide high quality , individualized programs, services and personalized learning for all ages and stages of a learner's life
- Build capacity in our learners to exemplify the IB Learner Profile
- Partner with our families and community to develop shared ownership of student outcomes and family learning needs
- Ensure students and families have reliable and regular access to technology for accelerated learning

OUR STRATEGIC DIRECTIONS (how we will get there)

- Develop** systemic student support services in each school and classroom
- Promote** ownership of learning by students and staff through an engaging environment and professional development
- Secure, sustain and allocate** resources to meet student needs
- Strengthen** family connections and engagement
- Partner** with community and businesses to leverage local resources

Minnesota's First K-12 IB World Schools District



“DEVELOPING LIFELONG LEARNERS... EDUCATION FOR A CHANGING WORLD”

EQUAL OPPORTUNITY STATEMENT

It is the policy of the South St. Paul Special School District No. 6 to provide equal educational opportunities to all persons regardless of race, color, creed, religion, national origin, sex, age, marital status and status with regard to public assistance or disability (except when sex and non-disability may be a bona fide consideration).

SOUTH ST. PAUL PUBLIC SCHOOLS STUDENT BILL OF RIGHTS AND RESPONSIBILITIES

- **You have the right** to be treated with respect and dignity by your fellow students, teachers and other school employees without regard to race, religion, sex, age, disability or family structure.
You have a responsibility to treat your fellow students and all school employees with respect.
- **You have the right** to be treated as a unique individual with different needs, learning styles and abilities.
You have a responsibility to complete assignments to the best of your ability and to adapt to different teachers and teaching styles.
- **You have the right**, along with your parents, to participate in decisions affecting your educational program.
You and your parents have a responsibility to actively participate in conferences and meetings held on your behalf.
- **You have the right** to a comprehensive curriculum.
You have a responsibility to take advantage of the curriculum.
- **You have the right** to expect a building environment that is safe, clean and comfortable.
You have a responsibility to do your part in maintaining the safety, cleanliness and comfort of that environment.
- **You have the right** to attend classes where dedicated, caring teachers are well prepared to teach.
You have a responsibility to be well prepared to learn.

SOUTH ST. PAUL SECONDARY BUILDING STUDENT - FAMILY - TEACHER Compact for Student Success

Families and school are partners in education. We all need to work together to ensure that our students gain the most from their high school experience.

STUDENTS WILL:

- Attend school on time every day.
- Respect themselves, their teachers and classmates, and be a cooperative learner.
- Prepare for class daily and complete homework on time.
- Give their best effort to school work and seek assistance when needed.
- Inform their parents/family about their school progress and other important information.

FAMILIES:

- Send students to school appropriately dressed, prepared to learn and on time every day.
- Provide a healthy home environment including adequate sleep, nutrition, and school supplies.
- Require a daily time for homework or study.
- Encourage and praise each student's learning efforts.
- Communicate with teachers and support their homework policies and classroom expectations.

TEACHERS WILL:

- Have high expectations of success for all students.
- Provide a safe and positive learning environment.
- Teach and motivate students to the best of their abilities.
- Respect and address each student's individual needs and encourage individual talents.
- Communicate with parents regarding student progress and work cooperatively on student issues when needed.

TOGETHER WE'LL MAKE A DIFFERENCE!

SOUTH ST. PAUL SECONDARY

700 Second Street North, South St. Paul, MN 55075

Main Office: (651) 457-9408 | Fax: (651) 457-9455 | Staff Voicemail: (651) 552-5580

Office Hours: 7:00 AM – 4:00 PM

Student School hours: 7:50 AM-2:30 PM

Doors open at 7:30 AM

www.sspps.org

OFFICE INFORMATION

Academics & Administration

Building Principal	Chuck Ochocki	457-9402
Principal's Secretary	Joleen Macioch	457-9410
Assistant Principal	Angela Ryter	457-9435
School Counselor (A-LO)	Janessa Brackett	457-9487
School Counselor (Lu-Z)	Anne Price	552-5580 X 3654
Student Support Specialist	Dylan Olson	457-9433
Multicultural Liaison	Shannon Lippke	306-3665

Activities

Asst. Principal Student Activities	Chad Sexauer	457-9417
Sports Hotline		457-9419
Activities Office Secretary	Kris Nihart	457-9462

Attendance

To Report an Absence		457-9415
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Health Office

Licensed School Nurse	Kris Lefferts	457-9449
Health Office Assistant	Jennifer Schloesser	457-9476

Office

Main Office		457-9408
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PARENT AND STUDENT RESOURCES

ASSISTANT PRINCIPALS

The assistant principals will be working with you in all aspects of your educational experience. They will work with all students to understand their strengths, weaknesses and to determine aptitudes, abilities, and interests. In addition, they can help with schedule changes, academic concerns and social issues.

The assistant principals also assist with a variety of issues that may be affecting your academic or emotional well-being. Appointments can be made in the main office, please call (651) 457-9408 to set appointments with the appropriate grade level assistant principal.

South St. Paul Counseling Program

The South St. Paul Counseling Program is a cooperative effort involving students, staff, parents, and the community. Counselors are available to assist students in the following areas:

- Education Planning

- Career Planning
- Decision Making
- Academic Counseling
- Personal and Social Growth
- Individual or Small Group Counseling
- Parent and Teacher Consultations
- Referral Assistance to Other Programs
- Other Areas as Needed

RESOURCE OFFICER

- Provides a practical understanding of law and the legal system for students
- Creates an opportunity for a positive, meaningful, educational experience about the role of police officers
- Increases the ability of students and community members to voice their concerns
- Improves empathy for the role of the police officers
- Builds mutual trust between police, students, and community members
- Demonstrates positive interaction between police officers, other members of the school, and the community
- Strengthens school and/or community dialogue and decision making processes

STUDENT/FAMILY SUPPORT

Student support will be available to assist students and families who are in need of non-academic support. Long-term therapy is not offered at school.

- Resource Officer (651) 457-9463
- 360 Community Family Support Worker, (651) 552-3094
- Associated Clinic of Psychology (612) 455-8643

Students and families can find assistance for appropriate support from outside resources.

ATTENDANCE

Call the Attendance Office on the day of the absence by 8:30 AM to report absence at (651) 457-9415 (a 24-hour voicemail number.) Please leave the student's first and last name, reason for absence, your relationship to the student and a phone number where you can be reached.

OR

A note from the parent/guardian accompanies the student upon his/her return to school.

ATTENDANCE INFORMATION: PHILOSOPHY

The South St. Paul Secondary Building believes that regular school attendance directly relates to success in academic work, benefits students socially, provides opportunity for important communication between teacher and student and establishes regular habits of dependability important to the future of the student. The following attendance procedures are intended to be positive and not punitive. These procedures also recognize that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators. While parents have the authority to remove their students from school at any time and for any reason that they choose, the



school has the responsibility, under state law, to determine whether the absence is excused, and if not, to take corrective action, including disciplinary consequences.

When students are to be absent from school for all or part of the school day or when students must leave school for an appointment, parents/guardians must call or notify the school on the day of the absence or earlier at (651) 457-9415. If the school does not receive a call or note within 24 hours of the absence, the absence will automatically become an unexcused absence.

There are two exceptions to this policy:

- a. Students may leave school if they are enrolled in one of the approved work experience programs, community service or Post-Secondary Option Programs.
- b. Special permission to leave school can be granted by the Principal or assistant principals. All other absences will be dealt with accordingly. Please make doctor, dentist, or other appointments on non-school time, whenever possible.

When a student becomes ill during the school day, he/she must report to the nurse's office.

Students must not leave the building when ill without checking with the nurse or one of the office secretaries. If this procedure is not followed, the student will be considered unexcused.

Any student who exceeds seven (7) unexcused absences in any class period could be placed on non-credit status. Prior to loss of credit an administrative conference must be held among the principal, student, parent and teacher if applicable. There will be an appeals process to review the absences for any unusual circumstances and to document absences for doctor or other specialist visits. An appeals process is in place for students/parents/guardians that feel extenuating circumstances should be considered prior to denying credit. The appeals group will consist of teachers and an administrator. A good practice to follow is to ask for notes from your doctor, dentist, etc. at the time of any appointment for future documentation. Special exceptions will be made for students with serious injuries, long term illnesses, family emergencies, or school approved absences.

THE APPEAL PROCESS

At the end of the trimester, a student who is passing a course but has lost credit due to truancy will have the option to appeal the loss of credit. Appeal hearings will be scheduled during the last days of the trimester.

The attendance appeals committee shall consist of a designated administrator, and teacher representatives. The student appealing the loss of credit is required to attend the hearing. If he/she does not appear for the hearing, the student will lose credit for the course. Parent(s)/guardian(s) may attend.

PROCEDURES FOR ABSENCES/LATE ARRIVALS/EARLY DISMISSAL

These procedures also recognize that class attendance is a joint responsibility to be shared by student, parent or guardian, teacher and administrators.

STUDENT PROCEDURES

1. If you have been absent please report to the attendance office with your excused note. The attendance office will issue you an excused pass. All of your teachers need to sign your pass.
2. If you know you will be missing school, please bring a note from your parent/guardian ahead of time to the attendance office. You will carry a slip around for all your teachers to sign.
3. If you need to leave school early, you must have a note from your parent/guardian. The attendance office will issue you an early release slip before school.
4. After 8:05 a.m., students must report to the attendance office for a pass to class. If a student arrives after 8:05 a.m., they are expected to go to class, but they are considered absent for the period.

If a student misses more than 15 minutes of a class period, they are considered absent for the class period.

5. If you become ill during the school day, you must report to the health office for proper release. If you do not report to the health office (or leave the building without prior permission from an administrator), your absence is unexcused.

PARENT/GUARDIAN PROCEDURES

1. Call the Attendance Office on the day of the absence by 8:30 AM to report absence at (651) 457-9415 (a 24-hour voicemail number.) **Please leave the student's first and last name, reason for absence, your relationship to the student and a phone number where you can be reached.**
2. A note from the parent/guardian must accompany the student upon his/her return to school.
3. Notify the Attendance Office if your son/daughter will be gone for family or medical emergencies.

If you will be gone for 3 or more days, you must bring a note to the attendance office 2 days prior to the day you will be gone.

4. Notify the Attendance Office by note if your son/daughter is to leave early for an appointment.

SCHOOL PROCEDURES

1. The secondary building has implemented an automated attendance alert calling system. This system will automatically place two phone calls to the parents/guardians, one in the morning and one in the evening, to notify them of their child's absence regardless if the absence has been phoned in or not.
2. All absences are considered unexcused until verification can be made.
NOTE - When checking your student's attendance online, please realize that the attendance will appear as unexcused until the student returns to school with a parent/guardian note.

APPROVED ABSENCES

PRE APPROVED ABSENCES

Absences for family trips need to be pre-approved by a written application to the Attendance Office by the parent/guardian.

COLLEGE VISITS

All college visits, during the school day, must be pre-approved and registered with the administration. College representatives will be available throughout the year during the senior high lunch periods. Please pay attention to the daily announcements regarding specific dates and colleges.

EXCUSED AND UNEXCUSED ABSENCES

When a student is absent from class, the student is expected to complete missed work and assignments. The MAKE-UP WORK POLICY applies to any absence. Students will have an equal amount of time to turn in make-up work as the time absent. For example, for a one-day absence, the student will have one day to turn in make-up work. Any work not completed within this period shall result in No Credit (NC) for the missed assignment.

MAKE-UP WORK / A STUDENT'S RESPONSIBILITY

Following an absence, it is the responsibility of the student to find out assignments and to complete course work assigned. Students are expected to complete any missed assignments and assessments that result from an absence. Generally, students are given one (1) day to make-up work missed during a one-day absence. (The exception to this rule is when a test or assignment has been announced in advance while the student is in attendance and then they miss the day of the test or the date the assignment is due. In such cases, the student may be required to take the test and/or hand in the assignment the first day back in school).

EXCUSED ABSENCE DEFINITION

Excused absences fall under these categories:

1. Family emergencies (serious family illness, injury or death)
2. Medical appointments (the school reserves the right to verify)
3. Student illness
4. School approved activities

5. Required court appointments
6. Pre-approved absences by the administration including family vacations
7. Religious holidays or religious release time
8. Suspension
9. Tournaments approved by the Activities Office
10. College Fair

UNEXCUSED ABSENCES

All absences not authorized by the parent/guardian or the school.

UNEXCUSED ABSENCE DEFINITION

Unexcused absences fall under these categories:

- | | |
|--------------------------|--|
| Miss the bus/car trouble | Skipping a class/leaving the building without a pass |
| Oversleeping | Senior pictures |
| Babysitting | Tournaments not approved by the Activities Office |
| Running an errand | Parent not calling in for the student |
| Jobs outside of school | |

CONSEQUENCES OF UNEXCUSED ABSENCES

1. First unexcused absence, the parent is notified by the administrator. The office will assign detention. Students are expected to complete any missed assignments.
2. Second /Third_unexcused absence, the parent is notified by the teacher and administrator. The office will assign two detentions.
3. Fourth unexcused absence, the parent is notified by the teacher and an administrator. The office may assign Out of School Suspension. An attendance contract will be written by an administrator.
4. Fifth unexcused absence in a class. The office may assign Out of School Suspension. Students will potentially lose credit in the class(es). The administrator will have a conference with the student and the parent to develop and implement an attendance accountability contract.

TARDIES

Definition: If a student is not IN the classroom and prepared to begin class at the designated start time for the class, the student is tardy.

TARDINESS

South St. Paul Secondary does use a bell system. Students are required to keep track of time and are considered tardy if they are not in the classroom when the the class period begins. Tardy Sweeps will be done periodically by the administration. Students are always expected to report to class no matter how much time is remaining in the class period.

ACADEMIC INFORMATION

PROGRAMS and GRADUATION REQUIREMENTS

MINNESOTA GRADUATION REQUIREMENTS

Students currently enrolled in grades 9-12 who wish to earn a diploma from the South St. Paul Secondary Building must meet the South St. Paul Secondary Building credit requirements for classes, and the Minnesota Graduation requirements in all mandated academic course and assessment areas as per state requirements or guidelines.

SOUTH ST. PAUL GRADUATION REQUIREMENTS FOR CLASSES

	2021	2022	2023	2024
Language Arts	12	12	12	12
Individuals and Societies	12	12	12	12
Science	9	9	9	9
Math	9	9	9	9
Arts	2	2	2	2
Physical Education	1	1	1	1
Required Credits	45	45	45	45
SSP MYP Courses	7.5	7.5	7.5	7.5
Electives	12.5	12.5	12.5	12.5
Total Credits	65 of 72	65 of 72	65 of 72	65 of 72

INTERNATIONAL BACCALAUREATE MIDDLE YEARS PROGRAM (IBMYP)

The International Baccalaureate Middle Years Program (IB MYP) includes all students in grades six through 10. As part of the IB MYP, a student studies eight traditional subjects each year which are organized around a framework for learning that is especially appropriate for the development of students in this age group. Students are assessed in each subject according to criteria established by the International Baccalaureate Organization. In the final year of the program, grade 10, students complete a final project called the Personal Project.



For more information, please contact the **IB-MYP Curriculum Coordinator, Melissa Miller at (651) 552-5569.**

INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAM (DP)



The International Baccalaureate (IB) Program is an internationally accepted, academically rigorous college preparatory program designed for highly motivated students. It is a comprehensive program, encouraging critical thinking, research skills, and service to the community as a part of the learning process. The IB curriculum is recognized by colleges and universities both nationally and abroad. The IB program at South St. Secondary has been in existence since 1986. This program builds on the system while recognizing the needs

for global awareness and commitment as students prepare for citizenship in the 21st century. Our IB diploma course of study begins with classes for freshmen and culminates with the IB curriculum.

For more information, please contact the **DP Coordinator, Conrad Anderson at (651) 457-1374.**

POST SECONDARY OPTION (PSEO), CAMPS SPECIAL PROGRAMS, ONLINE LEARNING, ETC.

Students who are interested in pursuing PSEO will need to register with the South St. Paul Secondary office before May 30th of the previous school year they wish to attend. It is the student's responsibility to apply and register to the college that they wish to attend. All courses must be pre-approved by South St. Paul Secondary. Any courses dropped after ten days from the course's start date will result in a failing grade on student's high school transcript and follows the institution's policy on their college transcript.

All credit earned will factor in the student's GPA and class rank.

Students attending college under Post-Secondary Enrollment Options

are eligible to participate in extracurricular activities. South St. Paul Secondary eligibility rules apply. See the main office for all other information regarding this option.



CAMPS, SPECIAL PROGRAMS, ONLINE LEARNING, ETC.

All credits must be earned from an accredited agency outside of South St. Paul. All courses must be pre-approved by South St. Paul Secondary upon registration. The amount of credit that transfers back is determined by South St. Paul Secondary. It is the student's responsibility to provide information about the program and credits to the Secondary building.

SPECIAL EDUCATION SERVICES

Children with disabilities are eligible for special education and related services from birth to age 21 as defined in federal law, P.L. 101-476, Individuals with Disabilities Education Act (IDEA) and Minnesota State Board of Education Rules, Chapter 3525.0200. Parent(s)/guardian(s) can expect their referral to be processed by the Child Study team in a timely manner and according to due process requirements. Contact the grade level Assistant Principal or Director of Special Services, Kelly Tetrick at (651) 457- 9466 for further information and assistance.

HOME SCHOOLING

The South St. Paul Public School District recognizes the right of the parent(s)/guardian(s) to decide the appropriate educational setting for their child. This may include the option of homeschooling. Homeschooling is an option for the parent(s)/guardian(s) to be the sole provider of the education of their child in all subjects. The only situation where an exception would be made is if a parent(s) /guardian(s) object, for religious reasons, to the course content in a health education class. In this case, health education could be taught as a single home schooled course, with all other courses taken at the school. In choosing this option, the parent(s)/guardian(s) are responsible for meeting the requirements as prescribed by the State of Minnesota. If you are interested in this option, a complete packet is available from the district office.

REGISTRATION AND SCHEDULES

SCHEDULE CHANGES

All requests for schedule changes should be made before school opens. The only schedule changes that will be made after school starts are those that must be made due to an error made in a student's schedule or changes that have the approval of the administration. **No schedule change requests made by student or parent will be made after the first week of the trimester.**

DAY ONE/DAY TWO CLASSES

The start of each trimester begins with a Day One course. In the event of school cancellation or other unforeseen events we will continue with the regular student schedule as if there was no interruption.

WITHDRAWALS

Any parent planning to withdraw their student from school for any reason must meet with a building administrator before the last day of attendance. The student will be given a check-out form that must be completed before he/she leaves the building. An official transcript will be mailed upon request to the school to which the student is transferring after completion of the withdrawal form.

GRADING AND ACHIEVEMENT

GRADES 9 - 12 GRADING AVERAGE SCALE

4.000	A	2.700	B-	1.400	D+
3.700	A-	2.400	C+	1.000	D
3.400	B+	2.000	C	.700	D-
3.000	B	1.700	C-	.000	F

NG = No Grade Given

P = Pass – Indicates work that meets minimum requirements

I = Incomplete – Indicates the pupil has time to make up incomplete work (two weeks from the end of the marking period). Failure to do so will result in an "F".

AU = Audit – Indicates that the pupil took the course, but is receiving no grade.

To come up with the IB grading scale multiply by a factor of 1.1.

HONOR ROLL

Students will qualify for the honor roll based on the previous trimester grades.

- **GOLD HONOR ROLL** - grade point average of 3.700 or above.
- **SILVER HONOR ROLL** - grade point average of 3.400 to 3.699.
- **BRONZE HONOR ROLL** - grade point average of 3.000 to 3.399.

GOLD AWARDS

Academic awards are given to South St. Paul Secondary students in recognition of their achievement while attending South St. Paul Secondary (Grades 10-12). Academic awards are based on the student's academic achievement in the previous school year, and the earned grade point average (GPA) for that school year. Academic awards are given for the following criteria:

ACADEMIC LETTER

A letter is presented for achieving at least a 3.700 GPA for one year (awarded for any one school year).

CHEVRON

A chevron is presented for achieving at least a 3.700 GPA for a second year (does not have to be consecutive).

ACADEMIC PIN

A pin is presented for achieving a 3.700 GPA for a third year at South St. Paul Secondary.

GOLD MEDALLION

A gold medallion will be presented at the Honors Breakfast in April to all seniors who have attended South St. Paul Secondary and have achieved a 3.700 GPA during 9th, 10th, and 11th grades and their first two trimesters of grade 12.

NATIONAL HONOR SOCIETY

Students who maintain a GPA of 3.000 or better and excel in the areas of scholarship, leadership, service and character are eligible for selection into the National Honor Society. Information will be sent to eligible students in January.

SCHOLARSHIPS

Each year during the first part of May, scholarships are awarded to graduating seniors at the Honors and Awards Banquet by the South St. Paul Educational Foundation. During the 2020-2021 school year approximately **\$425,000.00** in scholarships were awarded to students in the senior class. All necessary forms for applying for these scholarships and any questions regarding the scholarships can be answered by the Career Center Coordinator at (651) 306-3654 or the Educational Foundation at (651) 457-9440. The application process begins in February.

GRADING OPTIONS

AUDITING CLASSES – (9th– 12th Only)

Students may be allowed to audit a course for no credit. You must obtain permission from the teacher and assistant principal before you will be allowed to audit a class. You will also be required to complete a parent(s)/guardian(s) permission form that will be kept on file with your assistant principal.

INCOMPLETES

An incomplete (I) mark can be given if a student has been absent for an extended period of time and if there is reason to believe the student will make up the work. Incompletes must be completed within two weeks after the end of the grading period to get credit for the course. If not, the incomplete automatically becomes an “F”.

INDEPENDENT STUDY

Courses that are currently in our curriculum can be offered as an Independent Study for credit. Students will be graded on a pass/fail basis in all Independent Study courses. Independent Study forms are available through the grade level assistant principal.

PASS/FAIL

Graduation credit will be given but the pass/fail grade will not be used to determine class rank or G.P.A.

TRANSFERRING OF CREDITS

South St. Paul High School accepts credits and grades earned by students at other accredited schools. We will not accept any weighted credits unless they have been earned in I.B. courses. They will be awarded weighted credits that are equivalent to those given at South St. Paul High School.

GRADUATION



GRADUATION

A senior student must earn a minimum of 65 credits in order to receive a diploma from South St. Paul Secondary. The Board of Education allows seniors to participate in the ceremony if he/she has earned 63 credits by the end of the school year. It is the district's expectation and the student's obligation to have a pre-approved plan to complete missing credits by the end of the summer. This plan must be presented to his/her assistant principal. Students should have a meeting with their assistant principal to develop a plan for completion of credits on or before August of the graduation year.

If a senior student prefers **not** to be a part of the commencement exercises, they must notify their assistant principal four weeks before graduation. The senior would receive their diploma after commencement. Participation in the commencement ceremony is a privilege. Violating school policies may result in the elimination of the privilege to participate in some or all of the commencement ceremonies. Decisions related to student participation and/or inclusion in commencement will include the superintendent and site administration.

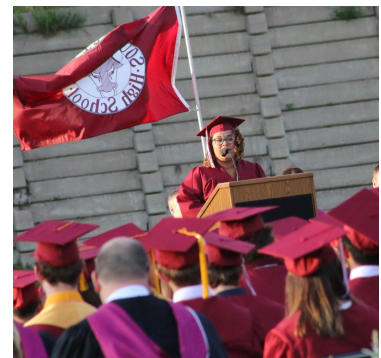
EARLY GRADUATION PROCEDURE

A student may petition before the start of their senior year to graduate early provided they can fully meet the graduation requirements at South St. Paul High School. Where mid-year graduation is granted, the diploma will not be granted until the spring commencement exercises, although the records will indicate graduation at mid-year.

GRADUATION SPEECH/SPEAKERS

Commencement at South St. Paul Secondary features a student speaker, chosen to represent the graduating class. The guidelines below outline the process that will be used in choosing the speaker.

1. All Seniors who will be a part of the commencement ceremony, meaning they have met all credit requirements and have passed all state mandated tests, are eligible to participate in the selection process. Interested and eligible Seniors should contact an office administrator to indicate his/her interest. A Graduation Speaker Committee will be formed including office administration, teachers, a school board member, and students of the senior class. Guidelines on writing the speech and selection criteria will be made available to each interested candidate.
2. Candidate(s) will be approved by the Graduation Speaker Committee. Members of the committee will not serve as mentors or assist in the writing or proofing of any of the



proposed speeches by any of the candidates. Senior speaker candidates will be required to submit a typed, double-spaced audition speech ahead of their presentation to the committee.

3. Potential speakers will present their proposed commencement speeches to the committee. Notes or written-out speeches may be used. Trial readings will take place within the first 2 weeks of May.
4. Audition speeches are required to be well developed. During the selection process the committee will evaluate the following criteria:
 - Ability to communicate a message that is inspirational and represents our school in a positive manner.
 - Clarity of message
 - Speech length
 - Delivery
 - Eye contact
 - Body language

The finalist selected will be required to meet with building administration as the final speech is developed and polished. The final draft of the commencement speech that is to be read is due to the building principal by the 3rd Friday of May. The commencement speech will be between 5 and 7 minutes in length, with 7 minutes being the absolute maximum length. The speech should reflect the spirit of the class. Creativity of all kinds is strongly encouraged.

GRADUATION AWARDS

The following groups of students will be recognized at commencement:

- Students with accumulative GPA of 3.700 or above. Starting with the class of 2017 – The requirement will be accumulative GPA of 3.700 or above plus the student must have taken 3 or more IB courses.
- International Baccalaureate Candidates
- International Baccalaureate Honors
- National Honor Society



Actions Subject to Discipline and Guidelines

MISBEHAVIORS AND CONSEQUENCES

South Saint Paul Students – Standards of Conduct

Discipline should not be confused with punishment. The goal of discipline is a self-disciplined individual, with mature attitudes and socially acceptable standards of conduct. Disciplinary policies within the secondary building shall be enforced within general guidelines. The MAXIMUM administrative actions are expulsion and exclusion.

For more information regarding Actions Subject to Discipline and Guidelines

please refer to the 2021-2022 Student Rights and Responsibilities handbook.

It is the policy of the South St. Paul School District to provide a safe learning environment for all students. If a student violates a rule or provision in this Student Handbook, School Board Policy Number 523, or any other School District rule or policy, discipline may be imposed. The listing of consequences for offenses below is meant to be a guideline and does not imply or require that the minimum be used before a more severe consequence is imposed. Depending on the nature and severity of the violation, the administrator may choose a more severe consequence.

DISCIPLINARY ACTION MAY INCLUDE, BUT IS NOT LIMITED TO THE FOLLOWING:

- Meeting with the student
- Meeting with the teacher and administration
- Meeting with coach, activities director and administration
- Loss of school privileges
- Schedule adjustment
- Modified school programs
- Financial restitution
- Referral to police or appropriate authorities
- Removal from class
- Detention
- Exclusion
- Suspension
- Expulsion
- Homebound

SUSPENSION

The administration has the option of suspending a student for serious infractions of school rules. Students who are suspended from school are not allowed to attend or participate in any school function, and must remain off the school grounds during the entire time of suspension. Violation of this may result in the administration contacting the South St. Paul Police Department and charging the student(s) with trespassing.

EXPULSION

Expulsion normally occurs after other disciplinary interventions have failed. A student may be expelled from regular school attendance following an appropriate school board hearing. Expulsion procedures shall include written notification of the hearing, a statement of the charges to be proved, the right to legal counsel, and receipt of a written copy of the findings and decision. Expulsion proceedings can take place upon the student's actions or behavior which undermine good school order; actions which pose a threat to the general welfare of the school; conduct which threatens or violates the physical or emotional well-being and safety of other students or school personnel; actions which constitute flagrant disobedience, insolence or insubordination in direct defiance of reasonable rules and regulations; and actions which deprive other students of an opportunity to

pursue their own education. An expulsion from school may be imposed by the school board upon the recommendation of the principal or superintendent for a period or more than ten days up to one full academic year. Hearings will be conducted in accordance with the Minnesota Pupil Fair Dismissal Act

In accordance with the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40 through 121A.56, a student may be excluded or expelled from school for any of the following grounds:

1. Willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the pupil or other pupils, or surrounding persons, including school district employees, or property of the school.

TENNESSEN WARNING -When students commit an offense that will result in a disciplinary action or exclusion or expulsion, students are not legally required to provide any information during the interview. The purpose of the interview is to find out the facts and impose proper discipline. Information provided is expected to be accurate. Information received during the investigation may be used to inform parents/guardians, MSHSL, police or other necessary authorities.

For more information regarding Actions Subject to Discipline and Guidelines please refer to the 2021-2022 Student Rights and Responsibilities handbook.

HEALTH SERVICES

HEALTH OFFICE

If your child becomes ill or is injured during the school day, the health office will notify the parent(s)/guardian(s) so arrangements can be made for the student to go home. Emergency information cards are essential and must be kept current. Parent(s)/guardian(s) home and work adult numbers are required. No student will be allowed to walk or drive home without the permission of an adult listed on the emergency card. Please notify the school of changes.

HEALTH SERVICES

The health office is located on the first floor near the commons area. The health office is used as an emergency center to give proper care to students who have had an accident or become ill at school.

A nurse is not allowed by law to give medication or treatment except under the direct order of a physician. Students are not to come to school when they are ill nor should they expect injuries that occur at home to be cared for in school. If a student becomes ill or injured during the day, he/she should ask the teacher for a pass and report to the health office.

PLEASE NOTE: A student who becomes ill in school may not leave the high school building unless a health office staff member gives permission. Once the student has been released from school the parent(s)/guardian(s) are responsible.



HEALTH OFFICE GUIDELINES TO PROMOTE A HEALTHY ENVIRONMENT FOR ALL STUDENTS AND STAFF

1. If your child becomes ill or is injured during the school day, the health office will notify the

- a. parent(s)/guardian(s) so arrangements can be made for the student to go home. Emergency information cards are essential and must be kept current. Parent(s)/guardian(s) home and work numbers are required. No student will be allowed to walk or drive home without the permission of an adult listed on the emergency card. Please notify the school of changes.
2. Always keep your child at home if his/her temperature is 100 degrees or higher. Temperatures should be normal for 24 hours before he/she returns to school. Students with a temperature of 100 degrees or above cannot stay in school and parent(s)/guardian(s) will be notified that they must provide transportation home.
3. Please notify the health office if your child develops a communicable disease such as strep throat, chicken pox, impetigo, scarlet fever, red and mattering eyes, etc. **NOTE:** If you take your child in for a throat culture, DO NOT send them back to school until the results come back negative or they have been on antibiotics for 24 hours.
4. If your child has been vomiting and/or experiencing diarrhea, please keep him/her home until 24 hours after the last episode.
5. If your child has a rash that you do not know the cause, and it might be disease related, please check with your family doctor before sending him/her to school.
6. If your child has activity limitations or needs to be excused from physical education for longer than 2 days, bring a doctor's note to the health office. Your child will be given a pass by the health office staff to excuse the child from the activity and provide an alternate assignment.
7. If a vision or hearing screening is warranted, the district may provide the appropriate screening. If a parent/guardian does not want their child screened they need to contact the school nurse to opt out.
8. In an extreme emergency, an ambulance will be called and your child will be taken to the nearest hospital. This will be billed to the parent(s)/guardian(s).
9. Minnesota State Law will be enforced regarding required immunizations. Please contact the Health Office at 457-9449 or 457-9476 if you have any questions about your child's immunization status.
10. Parent(s)/Guardian(s) of students requesting that any prescription or over the counter medication be administered during school hours by school personnel are required to provide:
 - a. A written parental release for the administration of medication,
 - b. A signed statement from the licensed prescriber stating the name, dose, and frequency of the medication to be given,
 - c. Medication in the original container or pharmacy-labeled container.

Secondary students may self-administer and self-carry nonprescription, over-the-counter, pain-relieving medication during the school day provided that:

- A. A written request by parent/guardian stating the name, dose, and frequency of the medication has been provided to the school;
 - B. The medication is brought in the original container and used in a manner consistent with the label;
 - C. The medication does not contain ephedrine or pseudoephedrine.
- The district may revoke a student's privilege to possess and use nonprescription pain relievers if the district determines that the student is abusing the privilege.

INSURANCE

The school district does not carry insurance to cover student injuries.

As a service to the students and their families, the school district makes available a student accident insurance plan for students 6-12 at a very nominal cost. Contact the office for more information.

GENERAL INFORMATION

ADDRESS CHANGE

If you have a change of address or telephone number, please report this to the high school office.

AGE OF MAJORITY

All students regardless of age, are required to follow the rules and regulations of South St. Paul High School. The age of majority in Minnesota is eighteen (18) years of age.

ANNOUNCEMENTS

Announcements will be read each day. Students requesting an announcement must work with a teacher, coach or advisor. In addition, information can be found in display cases. Daily announcements are posted in the display case outside the office. **(Please see District Policy #505)**

BACKGROUND CHECK

Volunteering

- Volunteers are welcomed and encouraged in our school district. Volunteer opportunities are determined and communicated by the building/department administration and/or classroom teacher. All volunteers are required to complete a Volunteer Application Form and complete a background check each school year. The fee for the background check is paid by the district.

BUS SAFETY

School bus safety guidelines as established by the bus company are:

1. Follow the directions of the bus driver.
2. Stay out of the danger zones outside the bus.
3. Remain seated in your own seat.
4. Keep your hands, feet and all objects to yourself and inside the bus.
5. No fighting, loud behavior, or inappropriate language.
6. Do not eat or drink on the bus.
7. Do not possess or use hazardous/nuisance items or prohibited chemicals.

Safety code violations will be handled in the following manner:

FIRST VIOLATION

Verbal and/or written warning. If the violation is of such a serious nature that the student's continued presence on the bus poses immediate and substantial risk to the health, safety and welfare of him/her and/or other passengers, riding privileges may be revoked immediately.

SECOND VIOLATION

Removal from bus riding privileges for up to one week.

THIRD VIOLATION

Removal from bus riding privileges, for two weeks or remainder of the school year,

depending upon the seriousness of the violation.

CLOSED CAMPUS

All lunch periods will have closed campus. Students are to remain in the cafeteria until their lunch period ends.

EMERGENCY DRILLS

It is important that students regard emergency drills seriously and know the procedure to follow in case of an actual emergency. Teachers will inform students as to the exit route from each classroom and directions will be posted near the door. Disciplinary action will follow if students willfully do not follow safety drill procedures.

FOOD SERVICE: BREAKFAST AND LUNCH INFORMATION

FREE Breakfast and Lunch for all students

Thanks to a U.S. Department of Agriculture (USDA) waiver, districts are able to offer school meals free of charge to all students for the 2021-22 school year. Through the waiver, districts will continue to receive meal reimbursement dollars from the federal government to help cover the costs of the student meals.

Even though school meals will be provided free of charge for the 2021-22 school year, SSPPS strongly encourages ALL families to still complete the annual Educational Benefits Application regardless of income or eligibility. By completing the application, your student and family may be eligible for a variety of discounts through SSPPS like free/reduced athletic/activity fees as well as many other discounts. See Educational Benefits Application (Free/Reduced Priced Meals) section below or visit our website for more information on available discounts and how to apply.

Breakfast is served Monday through Friday from 7:30 - 7:50 AM.

ORDERING OF FOOD/DROPPING OFF FOOD: Students may not order food from commercial vendors/restaurants. Food delivered from commercial vendors will be held until the end of the school day and school consequences may be assigned. Parents/Guardians are discouraged from dropping off food from outside vendors/restaurants.

HOMEWORK

We believe learning should go beyond the limitations of the school building and school day and extend into the home and community. Effective use of homework helps students to be more effective learners and high achievers while promoting student independence and responsibility. We define homework as tasks assigned to students that are meant to be carried out during non-school hours. Assignments may include materials already taught as well as assignments meant to prepare students for upcoming lessons.

MEDIA CENTER

You are welcome to use the various materials in the media center: books, films, tapes, magazines, newspapers, computers, etc. The staff will help you if you have questions about the use of the facility or if you need help in finding materials. Students coming to the media center during the school day need a pass from their teacher. Students wishing to use the media center after school do not need a pass. Seniors with materials not returned or paid for will not receive a diploma. Be sure to check materials out before taking them from the area. Magazines and reference books are to be used only in the media center. Failure to return borrowed items, when due, will result in the suspension of borrowing privileges. Lost or damaged materials must be paid for by the student.

Hours: The media center will be available from 7:15 AM to 3:30 PM daily.

LOCKERS

Students are expected to use only the locker assigned to them and are responsible for all contents within the locker. Money and other valuables should not be brought to school. The school district assumes no responsibility for finding or protecting items contained within a locker. If the locker is damaged in any way the student will be charged.

School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for students.

Inspection of the interior of lockers may be conducted by school authorities, for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules.

PERSONAL PROPERTY

Personal property should be marked with a marking pen or with a label. Articles are much more likely to be returned to the proper person if they are marked clearly. Students are advised not to bring expensive items to school.

PHYSICAL EDUCATION INFORMATION

Information will be given to you by your physical education teacher regarding appropriate attire. All physical education clothing should be labeled. Students taking physical education are required to bring their own padlock. Students will not be excused from physical education classes for more than two physical education periods unless they have a note from the doctor.

PLEDGE OF ALLEGIANCE

It is Special School District 6 policy to recite the Pledge of Allegiance during school. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students must respect another person's right to make that choice. (Minn. Stat. 121A.11, subdivision 3 (c)).

POST SECONDARY TESTING INFORMATION

The tests that may be used for college admission and/or scholarships include: Preliminary Scholastic Aptitude Test (PSAT), Scholastic Aptitude Test (SAT) and American College Testing (ACT).

Students may take the ACT and SAT as juniors or seniors. The PSAT must be taken during the junior high year if a student wishes to be considered for the National Merit Scholarship Program.

SCHOOL DANCES

Dance times for students in grades 9 through 12 will be announced. Guests are allowed for Mistletoe and Prom. All guests must be registered with the grade level assistant principal.

DANCE POLICY

1. Students are expected to follow all school regulations and behavior expectations. There will be disciplinary consequences for violations.
2. A student or guest whose behavior does not meet acceptable standards including but not limited to, fighting, alcohol or drug use shall forfeit their privilege to participate in school sponsored dances for the next three consecutive dances (PROM INCLUDED - NO EXCEPTIONS.)

3. A guest is the responsibility of the accompanying South St. Paul Secondary student. If a guest violates the South St. Paul Secondary Dance Policy of no alcohol and tobacco, their privilege to participate in school sponsored dances for three consecutive dances (PROM INCLUDED– NO EXCEPTIONS).
4. All students attending a dance must present a South St. Paul Secondary student picture I.D. at the door. If a South St. Paul Secondary student does not have a student ID, they must fill out a form in the office by the Wednesday prior to the dance. When the form is completed, the student will be given a verification letter on Friday. The student must bring this verification letter to the dance to be admitted.
5. Students bringing a guest from another school must submit a “Guest Request Form” by 2:00 PM the Wednesday prior to the dance. “Guest Request Forms” are available in the high school office.
6. Students bringing a guest must accompany the guest and the guest must present a picture I.D. at the door.
7. A guest must be currently enrolled in high school or have graduated high school the prior spring.
8. Once students and guests are admitted to a dance, they cannot leave and be readmitted.
9. 6th, 7th and 8th grade students are not allowed to attend Homecoming or Mistletoe dances.

General Dance Rules

1. No guests from outside the district.
2. No ID/No admittance.
3. Students will need to be in school at least 50% of the school day the day of the dance, or the day prior if the dance is on a Saturday, this follows the same guidelines as MSHSL rules
4. If a South St. Paul Secondary student does not have a student ID, they must fill out a form in the office by the Wednesday prior to the dance. When the form is completed, the student will be given a verification letter on Friday. The student must bring this verification letter to the dance to be admitted.
5. No one will be admitted after 8:45 PM
6. When a student leaves the dance, they will not be readmitted.

Prom Rules:

1. No 6th, 7th, 8th, or 9th graders will be allowed to attend PROM.
2. 10th graders can attend only if asked to be a guest by an 11th or 12th grader.
3. Students will need to be in school at least 50% of the school day the day of the dance, or the day prior if the dance is on a Saturday, this follows the same guidelines as MSHSL rules
4. No guests over 20 years of age can attend PROM.
5. School administrators have the right to deny any guest.

STUDENT PARKING

Students are allowed to park on Kaposia Boulevard and on the south side of 3rd Street between 9th and 6th Avenues from 6:50 AM to 4:00 PM. Special School District #6 accepts NO responsibility for loss of personal property or damage to your car in the school parking lot. Keep your car locked and do not leave valuables in it. Vehicles that are illegally parked, parked outside of designated areas in the SSPS lot, may be booted (\$30 – 1st offense, \$60 – 2nd offense, \$90 – 3rd offense). **The fine must be paid before the boot will be removed. (Please see District Policy #527).**

STUDENT VISITOR

Students may visit our school if they are interested in enrolling. The host student must pick up a permission form from the high school office two days in advance of the visit. In order to receive a permission form, you must present a written note from your parent(s)/guardian(s). The permission form must be signed by all of your teachers and returned to the office for the administration approval. If this procedure is not followed, you will be denied permission.

Please note:

1. Students may have only one visitor at a time.
2. Visits will not be allowed during the first weeks of a grading period and the days immediately preceding holidays or the final 2 weeks of a grading period.
3. Visitors over school age are not allowed.
4. No visitor will be granted a pass after first period.
5. A maximum of two visitors per day per grade.
6. Visits should be for only one day.
7. Visitors from neighboring schools, who are on vacation, will not be allowed.
8. Uncooperative visitors will be asked to leave.

UNAUTHORIZED VISITORS

The Trespassing statute (MN Stat. 609.609) contains a provision making it a gross misdemeanor for a group of three or more persons to be found in the school building after 2:50 PM unless the persons:

- 1) are enrolled students or their parent(s)/guardian(s);
- 2) have reported to the school office or have permission to be in the building;
- 3) are attending an event to which the public is or the individuals are invited.

Students who are in the building after 2:50 PM may be given a “No Trespassing” letter issued by the South St. Paul Police Department. The letter will state that the student(s) are not to be on school grounds without their parent or permission from the administration for up to one calendar year from the time the ticket is issued. Consequently, students who are caught trespassing will receive a ticket by the police and may receive school consequences for the violation. Consequences may vary depending on the situation with out of school.

INFORMATION TECHNOLOGY



Use of the Internet as an effective and engaging tool for learning is well established. The broad audience and scope of student Internet publication and activities warrants the following Information Technology Acceptable Use Agreement. *School Board Policies that may apply include but are not limited to: 512 School-Sponsored Student Publications and Activities; 514 Bullying Prohibition Policy; 515 Protection and Privacy of Pupil Records; 519 Interviews of Students by Outside Agencies, 523; Student Conduct Policy and Standards of Conduct; 526 Hazing Prohibition; and 474 Information Technology Acceptable Use Policy.*

TEXTBOOKS

Textbooks are furnished by the school district. Lost or damaged books must be paid for by the student to whom they were checked out. The school will charge an appropriate replacement fee for textbooks, workbooks or library books lost or destroyed by students.

TECHNOLOGY/DEVICES

All students are expected to use their school-issued device in every class, every day. Students can bring their own technology if it meets the minimum standards (posted on our website under Students—BYOT). Students will be accessing online learning materials, and in some cases, will be using online textbooks instead of traditional textbooks. For devices furnished to students by the school district, the cost of repairs for damaged, lost or stolen devices must be paid by the student to whom the device was checked out. There is insurance available for families to purchase to help cover minor, accidental damages that may occur. Daily



in-school checkout devices are available in the Media Center until fines have been paid in full or arrangements have been made with the Assistant Principal.

STUDENT ACTIVITIES

Forms Required for Participation in Athletics & Activities

- **Parental Permit and MSHSL Form:** These signed documents must be completed and turned in prior to participation and will be kept on file in the Activities Office.
- **Transportation Agreement Form:** This signed document must be completed and turned in prior to participation and will be kept on file in the Activities Office.
- **Physical Examination (where applicable):** A physical exam is required the first year of participation and every three (3) years thereafter. The physical form must be completed by the physician and submitted to the Activities Office prior to participation. The form will be kept on file in the Activities Office.
- **Emergency Medical Authorization:** Each participant's parents or legal guardians shall complete an emergency medical authorization card giving permission for treatment by a physician or hospital when the parents or guardians are not available. The card must be completed and turned in prior to participation and will be kept in the team medical kit for availability at all practices and contests.
- **Insurance Waiver:** The school district does not carry insurance to cover student athletic and co-curricular injuries.



If a participant's parents or legal guardians feel they have adequate insurance coverage in the event of an injury, and therefore will not hold Special School District #6 liable for any costs, a waiver must be signed and returned with all other activity registration information.

As a service to the students and their families, the school district makes available a student accident insurance plan for participants in both athletic and co-curricular activities at a very nominal cost. For more information, please contact the Activities Office.

For more information regarding activities and athletics please visit <https://www.spps.org/athletics>.

Guidebook Signature Sheet 2021-2022 School Year

Teacher's Name: _____ (print)

Student's Name: _____ (print)

Grade: _____

Date: _____

I have received a copy of the student guidebook, and I understand that it is my responsibility to access the handbook and read it. I understand that it is also my responsibility to abide by all of the District's policies, as they are presented on the District's website at www.sspps.org. Students should pay particular attention to the policies in Section 500 which specifically pertains to students. I must ask questions if I do not understand current policies or a portion of the handbook. I understand that I will be held accountable to the District's policies.

Student Signature: _____



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: August 9, 2021

Place on Agenda: Regular Meeting Reports

Action Requested: None

Attachment: None

Topic: School Board Listening Session Report

Presenter(s): Board Chair Chris Walker

Background:

The South St. Paul School Board provides the following opportunities for community members to address the board:

- **In-Person** on the first meeting date of each month according to the schedule listed on the [district's website](#). Public listening sessions are held at City Hall (125 - 3rd Avenue North) beginning at 4:15 PM in the second floor conference room.
- **Electronic form submissions** are accepted on all meeting dates listed on the [district's website](#). Click [here](#) to submit a Public Listening Session comment.
 - Form submissions will be acknowledged by Board Chair and/or Superintendent on-air during the regular business meeting. The Board Chair and/or Superintendent will also follow-up personally with the individuals submitting a Public Listening Session form.



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: April 12, 2021

Place on Agenda: Reports

Action Requested: None

Attachment: None

Topic: Superintendent's Update
Presenter(s): Superintendent Dave Webb
Background: Superintendent Dave Webb will provide highlights from around the District.
Recommendation: N/A
Alternatives: N/A



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: August 9, 2021

Place on Agenda: Consent Items

Action Requested: Approval

Attachment: Financials – Bills Payable

Topic: Financials – Bills Payable
Presenter(s): Chair
Background: It is the policy of the school district to maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.
Recommendation: Approve financial statement
Alternatives: N/A

Check Register 7/29/21 - 8/5/2021

197288	20.00	7/29/2021	ED'S TROPHIES
197289	267.68	7/29/2021	IMAGES BY DESIGN
197290	8,325.29	7/29/2021	INTERMEDIATE DISTRICT #917
197291	797.92	7/29/2021	INTERMEDIATE DISTRICT #288
197292	17,576.46	7/29/2021	ISD 197 - THOMPSON PARK
197293	179.52	7/29/2021	LINK INTERPRET
197294	7,040.40	7/29/2021	LOFFLER COMPANIES
197295	4,401.23	7/29/2021	MINNESOTA SODDING COMPANY
197296	12.72	7/29/2021	NCS PEARSON EDUCATION
197297	235.20	7/29/2021	NETWORK SERVICES COMPANY
197298	43,000.00	7/29/2021	REGENTS OF THE UNIVERSITY OF MINNESOTA
197299	22.06	7/29/2021	RITTER, GLEN
197300	230.56	7/29/2021	SAGE PUBLISHING
197301	250.00	7/29/2021	ABERDEEN CENTRAL HIGH SCHOOL
197302	42.31	7/29/2021	ACE HARDWARE & PAINT
197303	97.89	7/29/2021	ACME TOOLS - PLYMOUTH
197304	2,496.00	7/29/2021	ADOBE INC
197305	1,240.60	7/29/2021	ADWEAR SPECIALTIES, INC
197306	300.00	7/29/2021	ALTOONA SHOW CHOIR
197307	357.07	7/29/2021	AMAZON CAPITAL SERVICES
197308	333.81	7/29/2021	CANON FINANCIAL SERVICES
197309	606.93	7/29/2021	CENTRAL TURF & IRRIGATION SUPPLY
197310	7,175.00	7/29/2021	CYBERSOFT TECHNOLOGIES
197311	776.30	7/29/2021	FILTRATION SYSTEMS INC
197312	188.20	7/29/2021	FIRST SUPPLY LLC
197313	395.89	7/29/2021	GENERAL PARTS INC
197314	911.30	7/29/2021	GOODIN COMPANY
197315	239.10	7/29/2021	GRAINGER, INC
197316	538.56	7/29/2021	LINK INTERPRET
197317	1,419.15	7/29/2021	MARK'S PLUMBING PARTS
197318	45.00	7/29/2021	MCEA EXECUTIVE OFFICE
197319	56.90	7/29/2021	MCMASTER-CARR SUPPLY COMPANY
197320	149.45	7/29/2021	MEI TOTAL ELEVATOR SOLUTIONS
197321	20.65	7/29/2021	MINNESOTA LOCKS
197322	469.06	7/29/2021	MINNESOTA AIR
197323	4,966.39	7/29/2021	NETWORK SERVICES COMPANY
197324	250.00	7/29/2021	NORTH HIGH CHOIR
197325	4,049.50	7/29/2021	PEAR DECK, INC
197326	44.41	7/29/2021	PLUNKETT'S PEST CONTROL
197327	793.91	7/29/2021	SHERWIN WILLIAMS CO
197328	300.00	7/29/2021	TOTINO GRACE
197329	2,485.42	7/29/2021	TWIN CITY JANITOR SUPPLY, INC
197330	1,910.00	7/29/2021	TWIN CITY HARDWARE CO
197331	37.05	7/29/2021	VOSS LIGHTING
197332	63.49	7/29/2021	XCEL ENERGY
197333	401.94	7/30/2021	LOCAL #70
197334	1,045.20	7/30/2021	MINNESOTA CHILD SUPPORT PAYMENT CENTER
197335	48.00	7/30/2021	NCPERS GROUP LIFE INS
197336	318.00	7/30/2021	OFFICE AND PROF EMPLOYEES UNION
197337	10.00	7/30/2021	SOUTH ST PAUL OPEN FOUNDATION
197338	151.00	7/30/2021	SOUTH ST PAUL EDUCATION FOUNDATION
197339	85.95	8/5/2021	BSN SPORTS LLC
197340	14.35	8/5/2021	CULLIGAN-MILBERT COMPANY
197341	310.45	8/5/2021	GRAPHIC EDGE
197342	89,423.51	8/5/2021	IND SCHOOL DISTRICT #197
197343	10.05	8/5/2021	SCHOOL SPECIALTY, LLC

197344	13,500.00	8/5/2021	AGILE SPORTS TECHNOLOGIES
197345	1,108.45	8/5/2021	ALLSTREAM
197346	13,811.00	8/5/2021	ARTHUR J. GALLAGHER RISK MGMT
197347	6.00	8/5/2021	BARDWELL, JEREMY
197348	335.92	8/5/2021	CAPITAL ONE TRADE CREDIT
197349	351.06	8/5/2021	EDUCATORS BENEFIT CONSULTANTS, LLC
197350	1,340.00	8/5/2021	EXCEL AV GROUP LLC
197351	140.62	8/5/2021	FLINN SCIENTIFIC, INC
197352	1,912.71	8/5/2021	FOXTROT MARKETING GROUP
197353	1,021.00	8/5/2021	GLOBE PRINTING & OFFICE SUPPLIES
197354	74.57	8/5/2021	GRAINGER, INC
197355	468.76	8/5/2021	HOME DEPOT CREDIT SERVICES
197356	110,506.92	8/5/2021	INDEPENDENT SCHOOL DISTRICT 197/COMMUNITY ED
197357	71,462.63	8/5/2021	INDEPENDENT SCHOOL DISTRICT 199/COMMUNITY ED
197358	16.00	8/5/2021	KITTELSON, LYDIA
197359	789.52	8/5/2021	KWIK TRIP EXTENDED NETWORK
197360	143.68	8/5/2021	MAC ENTERPRISES, LLC
197361	176.23	8/5/2021	NCS PEARSON EDUCATION
197362	335.50	8/5/2021	PRO-ED
197363	1,118.00	8/5/2021	ROCHESTER 100 INC
197364	347.87	8/5/2021	SAM'S CLUB
197365	430.29	8/5/2021	SHERWIN WILLIAMS CO
197366	12,180.00	8/5/2021	SOURCEWELL TECHNOLOGY
197367	202.04	8/5/2021	SPRINT
197368	2,521.79	8/5/2021	T-MOBILE
197369	4,718.50	8/5/2021	TEACHING STRATEGIES, LLC
197370	259.00	8/5/2021	TRACTOR SUPPLY CREDIT PLAN
197371	1,916.52	8/5/2021	TWIN CITY TRANSPORTATION
197372	208.04	8/5/2021	ULINE
197373	130.00	8/5/2021	UNITED REFRIGERATION INC
197374	280.00	8/5/2021	X-GRAIN
197375	30,377.64	8/5/2021	XCEL ENERGY
202100022	25,281.99	7/30/2021	MINNESOTA PAYROLL TAXES
202100023	152,220.29	7/30/2021	FEDERAL PAYROLL TAXES
202100024	6,341.50	7/30/2021	PERA
202100025	38,647.24	7/30/2021	TSA/ACH DEDUCTION
202100026	97,971.40	7/30/2021	TEACHER RETIREMENT ASSOCIATION
202100027	163.47	7/30/2021	MINNESOTA PAYROLL TAXES
202100028	1,277.19	7/30/2021	FEDERAL PAYROLL TAXES
202100029	347.41	7/30/2021	PERA
202100030	591.65	7/30/2021	TEACHER RETIREMENT ASSOCIATION
202100031	12,207.48	7/30/2021	MINNESOTA PAYROLL TAXES
202100032	76,563.74	7/30/2021	FEDERAL PAYROLL TAXES
202100033	25,562.30	7/30/2021	PERA
202100034	12,991.61	7/30/2021	TSA/ACH DEDUCTION
202100035	21,662.57	7/30/2021	TEACHER RETIREMENT ASSOCIATION
202100036	0.00	7/30/2021	MINNESOTA PAYROLL TAXES
202100037	0.00	7/30/2021	FEDERAL PAYROLL TAXES
212200006	47.19	7/28/2021	EDLEFSEN, DEANNE
212200007	19.98	7/28/2021	RAMIREZ, JENNA
212200008	81.91	7/28/2021	HOLSEN, ERIC
212200009	71.15	7/28/2021	LASKA, KIMBERLY
212200010	370.00	7/28/2021	MOEN, PAUL
212200011	104.00	7/28/2021	SHANNON, JODY
212200012	102.31	7/28/2021	VACURA, HEATHER
212200013	20.00	7/28/2021	WINCENTSEN, ROBBYN

951,773.47

CHECKRUNS

<u>FUND</u>	<u>DESCRIPTION</u>	<u>July 23, 2021 - August 5, 2021</u>
1	GENERAL	\$704,741.94
2	FOOD SERVICE	\$14,518.59
4	COMMUNITY EDUCATION	\$217,726.83
5	CAPITAL	\$13,439.56
6	CONSTRUCTION	\$0.00
7	DEBT SERVICE	\$0.00
47	OPEB	\$0.00
50	ACTIVITY ACCOUNTS	\$1,346.55
	TOTAL	<u>\$951,773.47</u>

Check 197288 - 197375

Employee ACH 212200006-2122000013

Wire Payments 202000289-321 - 202100002 - 202100021

PAYROLL

7/30/21

Payroll Direct Deposit	900067563 - 9000668068	\$659,333.74
Checks	236594-236595	



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: August 9, 2021

Place on Agenda: Consent Items

Action Requested: Approval

Attachment: Staffing

Topic: Staffing
Presenter(s): Chair
Background: The staffing report includes the Appointments, Resignations, Transfers, Retirements, Abolishments and Leaves being recommended to the School Board for approval.
Recommendation: Administration recommends approval of the proposed staffing.
Alternatives: Amend the motion to remove a certain appointment, resignation, transfer, retirement, abolishment, or leave. Provide administration with directions for next steps.

Certified

A. Appointments/Reassignments

1. Theresa Starkman – Elementary Principal, Lincoln Center, effective August 16, 2021.

Change of Assignment – Effective for the 2021-22 School Year

Maggie Costain – Change from a leave of absence to a 1.0 FTE Grade 1 Elementary Teacher, Lincoln Center

Abby Fangel – Change from 1.0 FTE Grade 1 Elementary Teacher to 1.0 FTE Intervention Teacher, Lincoln Center

Tyler LaRose – Increase from .2 FTE to .4 FTE Spanish Teacher (Temporary), High School

Kori McKibben – Increase from .35 FTE to .43 FTE ABE Teacher (Temporary), CSCC

Molly Timmerman – Increase from .8 FTE to 1.0 FTE Art Teacher, Middle School

Aubrey Wright – Change from 1.0 FTE Grade 5 Elementary Teacher to 1.0 FTE Intervention Teacher, Kaposia Education Center

2021 Summer Curriculum Writing (\$29.00 per hour; up to 4 hours)

Kaposia

Amber Remackel

Travis Truhler

Anne-Marie White

2021 Summer School (\$31.50 per hour)

Kindergarten Camp (August 9-12; up to 13 hours)

Kaposia

Lauren Foley

Mary Molumby

Erin Roeske

Teacher - 9th Grade Transition Program (August 2 – 19; up to 48 hours)

Dylan Olson

Substitute – Summer Learning Academy; Elementary

(Session 1: June 21-July 1; Session 2: July 12-22; Session 3: July 26-August 5)

Ashley Becker

Jill Croonquist

Lisa Gorman

Heather Gysbers

Kris Kirchner

Jody Krone

Amber Remackel

2021-22 ECA

FOOTBALL

Additional Coach – Varsity

Fristze, Mike**

\$2,000 (Boosters)

Additional Coach – Varsity

Faust, Dave**

\$2,000 (Boosters)

Additional Coach – Varsity

Geng, Don

\$2,000 (Boosters)

SOCCER – BOYS

Varsity & Sophomore Coach

Schmidt, Brandon**

\$3,668

VOLLEYBALL

Varsity Asst/JV Coach	Christenson, Jenni**	\$3,668
Freshman Coach	Renteria, Leanne**	\$2,821
Jr. High Coach	Sielski, Jody	\$2,237

MUSIC

Show Choir Head Coach	Kirscht, Linden	\$3,948
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THEATRE – FALL

Technical Director	McTier, Brian**	\$1,206
Vocal Director	Sehman, Molly**	\$1,809
Choreographer	Kendall, Mikayla**	\$1,206

ACADEMICS/OTHER

Art Club – Lincoln	Roszak, Elizabeth	\$1,192
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COMMUNITY EDUCATION

Dance Team - Fall	Lonetree, Nicole**	\$1,000
Dance Team – Fall	Karnick, Bridget**	\$1,000

*indicates a non-district employee

** indicates a returning non-district employee

B. Resignations/Retirements/Leaves/Reductions/Other

1. Maggie Costain – Rescind leave of absence, 1.0 FTE Elementary Teacher, Lincoln Center, effective for the 2021-22 school year.
2. Jenna Held – Resignation, 1.0 FTE Elementary Teacher, Lincoln Center, effective August 2, 2021.

Classified

A. Appointments/Reassignments

Additional Hours – Cultural Liaison (August 6-13; \$27.33 per hour; up to 25 hours)

Maria Jaimes-Castellanos

2021 Summer School

Preschool Teacher – Preschool Summer Blast Programs; Lincoln Center

(June 21 – August 5; \$29.34 per hour)

Ester Cecilio – Substitute

Special Education Assistant - Kindergarten Camp; Lincoln Center

(August 9-12; \$19.37 per hour; up to 10 hours)

Patrick Griffith

B. Resignations/Retirements/Leaves/Reductions/Other

1. Aaron Bushberger – Resignation, Director of Finance, District Office, effective September 3, 2021.
2. Maricel Kurth – Resignation, Nutrition Services Assistant and Part-Time Cleaner, Lincoln Center, effective August 2, 2021.
3. Tamara Meyer – Resignation, Nutrition Services Assistant, Secondary Building, effective August 5, 2021.
4. Peggy Olson – Resignation, Part-Time Cleaner, Lincoln Center, effective August 2, 2021. (verbal)



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: August 9, 2021

Place on Agenda: Regular Agenda - Policy

Action Requested: None. First Reading

Attachment: Policy 534 – Wellness
Policy 214.1 – Central Square Vacancies

Topic: Policy Review
Presenter(s): Superintendent Dave Webb
Background: School district policy #208 requires policies under review to be placed on two consecutive School Board meeting agendas for review and comment by board members, staff and community members. On the third and subsequent meeting, the policies will go before the School Board for approval. The attached policies were reviewed by the board policy committee on August 4. Recommended changes to the policies are reflected by highlighting text added to the policy and strikethrough of text to be removed. The School Board will continue to review these policies and receive input from staff and community members prior to going before the board for approval on September 13, 2021.
Recommendation: None at this time.
Alternatives: Remove a policy or policies from the agenda for review.



Adopted: September 13, 2010

Revised: June 26, 2017

534 WELLNESS

I. PURPOSE

The purpose of this policy is to assure a school environment in South St. Paul Public Schools (the District) that enhances student attendance and academic performance by supporting healthy eating, physical activity and general wellbeing. The District is committed to providing a culture that supports whole child wellness, encouraging students in collaboration with families and community members, to maintain lifelong healthy eating habits, physical, social and emotional wellness. The policy promotes and encourages students to adopt lifelong healthy behaviors that can promote and protect students' health and wellbeing as well as reduce the risk of chronic disease.

II. DEFINITIONS

- A. **Healthy, Hunger Free Kids Act:** Legislation that allowed USDA the opportunity to make real reforms to the school lunch and breakfast programs by improving the critical nutrition and hunger safety net for millions of children.
- B. **SHAPE (Society of Health and Physical Educators) National Standards:** Guidelines that define what a student should know and be able to do as a result of a highly effective physical education program.
- C. **USDA Smart Snacks Guidelines:** Standards include limits on portion size, calories, sodium, fat, and sugar. The new standards encourage healthier food and beverage options and limit the access to junk food during the school day. By implementing nutrition standards and promoting healthier options outside the cafeteria, we enhance the learning environment and contribute to the overall health and well-being of the students. National nutrition standards for foods and beverages sold outside of school meal programs during the School Day.
- D. **School Day:** The federally defined school day begins at Midnight through thirty (30) minutes after the school's final daily dismissal bell.
- E. **Safe Routes to School (SRTS):** A collaboration with the department of transportation, local government, local public safety (police department), and school district to promote physical activity by making it safer and easier for students to walk and bike to school.

- F. **United States Department of Agriculture (USDA) Dietary Guidelines for Americans (2020-2025):** Cornerstone for Federal nutrition programs and go-to resources for health professionals nationwide that provides food-based recommendations to promote health, help prevent diet-related chronic diseases, and meet nutrient needs.
- G. **Grab and Go Breakfast:** Breakfasts that are served in to-go containers for consumption in classrooms or other spaces that are not part of the cafeteria.
- H. **Second Chance Breakfast:** Breakfast distributed from mobile serving carts stationed throughout the school between first and second period classes.

III. GENERAL STATEMENT OF POLICY

- A. The school board district recognizes that nutrition promotion and education and physical activity and other school-based activities that promote student wellness are essential components of the educational process and that good health fosters student attendance and education. School breakfast and lunch is promoted in all schools and families are informed of the link between healthy meals, especially a healthy breakfast, and the ability to learn.
- B. The school environment should promote and protect students' health, well-being, and ability to learn by promoting nutrition education and wellness activities, recognizing these as essential components of the education process, and formation of lifelong healthy behaviors.
- C. The school district encourages the involvement of students, families, staff, teachers, food nutrition service professionals, school health professionals, school board, school administrators, and the public in the development implementation implementing, annual monitoring, periodic review and revising of the Wellness Policy through it's the district Wellness committee that meets regularly.
- D. Nutrition education and wellness promotion is supported by teachers, staff, and food nutrition service personnel through participation in worksite wellness opportunities, and role modeling of healthy behaviors. This is communicated and promoted with consistent messaging throughout the district, as well as to families and the community via posters, website, newsletters, and other means.
- E. All students in grades PreK-12 will have opportunities, support, and encouragement for integration of nutrition education, physical activity, and wellness promotion is integrated into every classroom and physical education (PE), as appropriate. It is also linked with the school food environment, afterschool programs, and nutrition-related community services.

- F. **Qualified nutrition** **Food** services personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and provides clean, safe, and pleasant settings and adequate time for students to eat. **When feasible, the Nutrition Services department will procure food from local sources for the school meals program supporting farm to school education. Free drinking water is provided in each cafeteria.**
- G. **Qualified Child Nutrition** **Food service** personnel will provide allergen information, calorie, saturated fat, and sodium content of meals, as well as nutrition education for students, families, and staff, through the website and school cafeterias. Menus are planned offering a variety of nutrient rich fresh fruit and/or vegetables, whole grains and other minimally processed foods while incorporating locally grown foods into the menus. **Farm to school education is promoted.**
- H. **Students and staff shall have unrestricted access to free, safe, fresh drinking water at all times throughout the school day. Supervisory staff will facilitate access to water in the cafeteria during meal periods.**
- I. **The school environment will promote students' emotional and social health by providing safe surroundings for students to grow emotionally and socially.**
- J. **For the safety and health of students with disabilities and health conditions, including food allergies, the District will make reasonable accommodation in the school environment, according to a student's individual plan.**

IV. **WELLNESS GOALS** **GUIDELINES**

- A. Nutrition Education and Promotion
 - 1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is:
 - a) offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health and ability to learn;
 - b) part of classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate and offered in coordination with nutrition trained school food service staff as applicable; and
 - a) enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, surveys and field trips.

2. The school district will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte [snack] lines, vending machines, fundraising events, concession stands, and student stores.
3. Schools will discourage the use of foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.

B. Physical Activity

1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. ~~Toward that end~~ Health education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities such as watching television;
2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and
3. Classroom teachers are encouraged to provide short physical activity breaks between lessons or classes, as appropriate. The District will make every effort to provide physical activity training for all teachers.
4. All K-12 students will receive P.E.(at least 50 minutes per week for elementary school students, 50 minutes every other day for middle school students, 50 minutes every other day during a 12 week trimester for 9th and 10th grade high school students, and physical activity electives will be available to 11th and 12th grade high school students) during the school year.
5. ~~Standards based guidelines and equipment that conforms to all applicable safety standards~~ The District will provide physical education classes that meet the Minnesota K-12 Academic Standards and District Priority benchmarks that are based partially on SHAPE, and should be taught by certified Physical Education staff to promote enjoyable lifelong healthy behavior and lifestyle.
6. Withholding physical activity such as recess or Physical Education shall not be used as punishment. Physical activity may not be assigned or withheld to students as a consequence of poor behavior or punishment for any reason.

7. Elementary students shall have a supervised recess break daily, preferably outdoors and before lunch. Elementary students shall have a minimum of 20 minutes for recess each school day.
8. Schools shall make outdoor and indoor physical activity facilities available for community use when not being used for school activities.
9. School age child care programs shall encourage daily physical activities.
10. Safe bicycling and walking to and from school is promoted and encouraged. The District will provide Safe Routes to School support for active transportation. Support includes but is not limited to:
 - a) Encouraging parents, students, and staff to actively commute to and from, and/or at school, when it is safe to do so.
 - b) Coordinating with district departments and other entities that are involved in Safe Routes to School efforts such as local, county and state public works, police, non-profits, and local public health.
 - c) Working with these partners, the school district will assess and, if necessary and to the extent possible, make needed improvements to make it safer and easier for students to actively commute to, from, and/or at school.
 - d) Promoting Safe Routes to School program and resources to staff, parents, and students via newsletters and websites and social media.
 - e) Providing secure bike storage (or bike racks) at all schools.
 - f) Support planning/technical assistance to individual schools.

C. Social and Emotional Wellness

1. The District will encourage student understanding of the impact of emotional and social health on overall well-being.
2. The District will promote student wellness through prevention of high-risk behaviors, including but not limited to: e-cigarettes, alcohol, tobacco, unsafe driving practices and aggressive behaviors. The district encourages an environment where students feel safe to disclose issues of abuse.
3. The District will partner with community agencies to assist students and their families to access available health and mental health resources and social services to address healthy eating, physical activity, mental well-being, and related chronic disease prevention.

D. Staff Wellness and Health Promotion

1. The Wellness Committee will have a staff wellness subcommittee that identifies identify and disseminate wellness resources, and perform other functions that support staff wellness in coordination with human resources staff. Schools will implement strategies to support staff in actively promoting and modeling healthy behaviors such as: drinking water,

healthy eating habits, being physically active, and demonstrating healthy social and emotional well-being.

2. When feasible, the District will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school.
3. Professional learning will promote District staff's understanding of the connections between academics and health.

E. Communications with Families

1. The school district recognizes that families have a primary and fundamental role in promoting and protecting their children's health and emotional and social well-being. The District will promote educational opportunities for students and families to learn about the impact positive emotional well-being has on one's health.
2. The school district will support families' efforts to provide a healthy diet and daily physical activity for their children.
3. The school district encourages families to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value. The school district will encourage families to send only healthy classroom snacks that meet the Smart Snack Guidelines, as outlined in the Family Handbook.
4. The district discourages students from bringing food/drink items for birthday celebrations.
5. The school district will provide information about physical education and other school-based physical activity opportunities and will support families' efforts to provide their children with opportunities to be physically active outside of school.
6. The district will provide opportunities for parents/guardians to view online what students are purchasing with their lunch money, as well as the nutritional content of foods on the menus, which will enable parents/guardians to encourage their students to make healthy food choices. The school menu will be posted online.

V. STANDARDS AND NUTRITION GUIDELINES

- A. School Meals ~~Foods and Beverages~~
1. All schools within the district will participate in USDA child nutrition programs which may include the National School Lunch Program

(NSLP), the School Breakfast Program (SBP), Afterschool Care Snack Service, Fresh Fruit & Vegetable Program (FFVP), Special Milk Program (SMP), Seamless Summer Option (SSO), and the Summer Food Service Program (SFSP). All programs will meet or exceed all applicable federal, state, and local laws, rules, and regulations.

2. Qualified nutrition services personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
3. Menu planning will accommodate the religious, ethnic, and cultural diversity of the student body to the best of its ability.
4. Nutrition services personnel will provide clean, safe, and pleasant settings.
5. The district will make free, safe and unflavored drinking water available to all students during mealtimes at every site.
6. Food Nutrition service personnel shall adhere to all applicable federal (USDA), state, and local food safety and security guidelines and school breakfast and lunch guidelines.
7. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of students and families who are eligible for free and reduced-price school meals by using computerized meal accounts and promoting online application completion and encouraging ALL households to complete applications for Educational Benefits. The negative meal balance procedures will be communicated to all families at the beginning of each school year through the Family Handbook. for free/reduced meals.
8. The school district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
9. The school district will make every effort to provide students with sufficient time to eat after sitting down (10 minutes to eat breakfast and a minimum of 20 minutes to each lunch) for school meals and will schedule meal periods at appropriate times during the school day. The school district will make every effort to offer recess before lunch at elementary schools to increase student nutrient intake and reduce food waste. Every effort will be made to offer grab and go breakfasts.
10. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.
11. The district will provide elementary students a place to hang outerwear prior to coming into the cafeteria when recess is scheduled immediately before or after the lunch period.
12. Grab and Go Breakfasts will be provided at all schools for students that arrive after the regular breakfast period. Second Chance Breakfast will be offered at the secondary school level.

B. School Food Nutrition Service Program/Personnel

1. The school district will provide healthy and safe school meal programs that strictly comply with all federal, state, and local statutes and regulations.
2. The school district shall designate a Nutrition Services Director appropriate person to be responsible for the school district's food nutrition services program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA Healthy Hunger Free Kids Act guidelines for all elementary and middle school foods offered at the high school will be consistent with the USDA Guidelines for Americans.
3. All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals.
 1. The school district will provide continuing professional development for all food service personnel in schools.

C. Competitive Foods and Beverages

1. The school district will recommend require that all foods and beverages made available on campus during the regular school day be consistent with the current will meet USDA Child Nutrition Standards (Smart Snacks). This includes but is not limited to concessions, school stores, beverage contracts and all other instances where food or beverages are provided or sold. No foods and beverages containing caffeine will be sold during the school day. guidelines and a closed campus is used to encourage healthy eating.
2. Before and Aftercare (childcare) programs are encouraged to comply with the district's nutrition standards unless they are reimbursable under USDA school meals program, in which case they must comply with all applicable USDA standards. The school district will encourage that elementary after school programs serve healthy snacks.
3. The school district will encourage concession areas and after school functions to include healthy food and beverage options.

D. Other School-Based Activities

1. Student wellness will be a consideration for all foods offered, but not sold, to students on the school campus, including those foods provided through:
 - a) Celebrations and parties. Classroom celebrations are encouraged to focus on physical activities rather than food. Healthy food choices (in compliance with USDA Smart Snacks nutrition standards) will

be encouraged. Caution will be exercised when offering foods and materials that may cause allergic reactions.

- b) Classroom snacks brought by parents. The school district will provide parents a list of suggested foods and beverages that meet USDA Smart Snacks nutrition standards posted on the school district's website or otherwise made available to the public. Non-food items will be strongly encouraged.
2. Rewards and incentives. Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.
3. Fundraising. The school district will encourage only have non-food fundraising. Catering through the district Nutrition Services Department is allowed. The school district will make available to parents and teachers a list of suggested healthy fundraising ideas on the school district's website and in the Family Handbook.

E. Food and Beverage Marketing in Schools

1. School-based marketing will be consistent with nutrition education and health promotion.
2. The school district will only market and advertise for Schools will restrict food and beverages marketing to the promotion of only those foods and beverages that meet the USDA Smart Snacks nutrition standards.

V. IMPLEMENTATION AND MONITORING

- A. After approval by the school board, the wellness policy will be implemented throughout the school district. The Wellness Committee will share the wellness policy with district staff at the beginning of each school year.
- B. The Wellness Committee will have a minimum of four meetings per year to help ensure monitoring of the policy.
- C. Monitoring and an in-house assessment will be repeated annually by the Wellness Committee to help review Wellness Policy compliance, assess progress, and determine areas in need of improvement and/or revision. Measurable outcomes will be determined by the wellness committee.
- D. The school district's Nutrition Services Director food service program administrator or designee will ensure compliance in food service area and provide an annual report to the superintendent setting forth the nutrition guidelines and procedures for selection of all foods made available through the school food service program as well as the most recent MDE review, findings and updates.

- E. The Superintendent shall designate appropriate staff, parents, students, and community members to serve on the Wellness Committee that will have the responsibility to ensure the or designee shall execute administrative district level and site-based staff responsible for policy implementation and compliance of the wellness policy. The Wellness Committee designated staff will ensure compliance with the policy and measure progress towards district goals. to the nutrition guidelines of all foods made available and provide an annual report to the superintendent.
- F. The Wellness Committee will support monitoring and evaluation of the Wellness Policy, and will make recommendations regarding the policy to the superintendent and School Board. superintendent or designee will ensure compliance with the wellness policy and will provide an annual update and summary report of the school district's compliance with the policy to the school board and communicate to school staff, families, and the public through school website, newsletter or other means.
- G. The committee district will conduct an assessment of the wellness policy every three years to assess compliance with the wellness policy, compare the district wellness policy with model wellness policies, and assess progress in attaining the goals of the wellness policy. Documentation will be kept on file on who and how committee members participated in the annual updates.
- B. The report of the triennial assessment will be given to the School Board in addition to being kept on file, and posted on the district website. The report will include an assessment on compliance, the extent to which our wellness policy compares to model wellness policies, and progress made in achieving goals.
1. The school district will encourage families to send only healthy classroom snacks with their students to enhance their student's learning and health. Classroom celebrations are encouraged to focus on physical activities rather than food.

Legal References: Minn. Stat. § 121A.215 (Local School District Wellness Policy)
 42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
 42 U.S.C. § 1758b (Local School Wellness Policy)
 42 U.S.C. § 1771 *et seq.* (Child Nutrition Act of 1966)
 7 U.S.C. § 5341 (Establishment of Dietary Guidelines)
 7 C.F.R. § 210.10 (School Lunch Program Regulations)
 7 C.F.R. § 220.8 (School Breakfast Program Regulations)

Local Resources: Minnesota Department of Education, www.education.state.mn.us
 Minnesota Department of Health, www.health.state.mn.us
 County Health Departments
 Action for Healthy Kids Minnesota, www.actionforhealthykids.org
 United States Department of Agriculture, www.fns.usda.gov



Adopted: July 30, 2007

*Revised: 9/6/07, 5/12/08; 2/9/09; 5/11/09; 6/23/14
8/24/15; 3/13/17; Abolished on 9/13/2*

214.1 CENTRAL SQUARE BOARD VACANCIES

I. PURPOSE

The purpose of this policy is to provide governing rules for the filling of vacancies on the Central Square Board.

II. GENERAL STATEMENT OF POLICY

A vacancy on the Central Square Board (CSB), Special School District No. 6, shall be posted and filled subject and pursuant to South St. Paul School Board Policy and City of South St. Paul Ordinance.

III. GENERAL PROVISIONS

A vacancy on the Central Square Board shall occur at the expiration of a 3-year term or when a member resigns. Any vacancy shall be filled by the Board of Education at any regular or special meeting following the completion of the procedures for filling of vacancies in section IV. of this policy

If a member appointed by the Board of Education is unable to serve on the CSB and attend its meetings for ninety (90) days or more because of illness or prolonged absence, the Board of Education may, at any regular or special meeting thereof, declare a vacancy to exist. After the Board of Education has, declared such vacancy to exist, the vacancy shall be filled by the Board of Education at a regular or special meeting thereof until the end of that current term or until such ill absent member is again able to resume his/her duties as a member of such CSB whichever date is earliest. When such ill or absent member is again able to resume his/her duties as a member of the CSB, the Board shall, so deem and declare such person to again be a member of the CSB, and the member appointed by the Board of Education in his/her place would no longer be a member thereof.

The qualifications required of applicants for appointment to fill a vacancy are then same as for election to that position. If at least one qualified person applies by the end of the open period for applicants, the requirements of this section shall be deemed to be satisfied.

IV. PROCEDURES FOR FILLING OF VACANCIES

- A. Declare or announce a vacancy at a Central Square Board meeting.
- B. Publicize vacancy in the newspaper of the city or district by advertisement and official notice, and by other formal and informal methods as it shall deem advisable.
- C. Receive applications from interested citizens. Applications must be accepted for a period of at least two weeks from the date of first publication.
- D. If no qualifying applications are received, the Board will reopen the application process and publicize the vacancy again. This process will continue until at least one application from an eligible candidate is received.
- E. Interviews with applicants shall take place with an interview committee comprised of the Director of Community Education and a member of the Board of Education. Interview questions will be developed by the Interview committee prior to the interviews. Each candidate will be asked the same set of questions. The questions will not be shared with the candidates before the interviews.
- F. Appointment or replacement of Board members shall be made, using the following voting procedure:
 - 1. If there is only one qualified applicant, that applicant will automatically be approved and recorded as a unanimous vote of the members voting favoring selection.
 - 2. If there are two or more applicants, the Director of Community Education and member of the Board of Education shall make a recommendation, based on qualifications and the interview, to the full Board of Education at their next regular business meeting
 - 3. The Board of Education will appoint a candidate to the CSB for a three year term.

Legal References: Minn. Stat. § 123.33

Cross References:



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: Monday, August 9, 2021

Place on Agenda: Committee-of-the-Whole and Regular Agenda

Action Requested: Approval

Attachment: 2021-22 Proposed Miscellaneous Wages

Topic: 2021-22 Miscellaneous Wages
Presenter(s): Cathy Miller, Human Resource Director and Aaron Bushberger, Finance Director
Background: Annually, miscellaneous wages for various tasks or assignments are recommended to the School Board approval. The assignments included are game workers, officials, community education, substitute rates and other miscellaneous rates. On June 14, 2021 rates for game workers, officials, community education and other rates were approved by the School Board. Tonight we are requesting approval for the 2021-22 substitute and other miscellaneous rates.
Recommendation: Approval of 2021-22 Miscellaneous Wages for substitutes and other rates.
Alternatives: Do not approve 2021-22 Miscellaneous Wages and direct administration with next steps.

2021-22 Miscellaneous Wages

Effective July 1, 2021

Rates are hourly unless otherwise indicated

Category	Assignment	Wage
Substitutes	Teacher (including SSP retirees), Preschool Instructor	\$180/day, \$100 half day (up to 4 hours), \$24/hour
	Preschool Instructor – long term substitute (30 consecutive days in the same assignment)	\$29.34
	District/Building Teacher (full day, school year)	\$195/day
	School Nurse (LSN/RN credential)	\$25.00
	School Nurse (LPN credential)	\$20.00
	Clerical/Health Assistant	\$16.00
	Student Supervision (lunchroom, crossing guard, bus, parking lot)	\$15.00
	Kids Choice, Classroom, or Early Learning Assistant	\$16.00
	Special Ed Assistant, One-On-One Assistant	\$17.00
	Special Ed Assistant - long term substitute (30 consecutive days in the same assignment)	\$18.00
	District/Building Classroom Assistant (full day, school year)	\$18.00
	Cleaner	\$16.00
	Nutrition Services Assistant	\$15.00
Community Education/Other	Food Service Catering Cook Manager	\$23.00
	Food Service Catering Assistant	\$16.00



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: August 9, 2021

Place on Agenda: Regular Business Item

Action Requested: Approval

Attachment: None

Topic: School Board Work Session
Presenter(s): Superintendent Dave Webb
Background: As discussed at the July 26 committee-of-the-whole meeting, the School Board has scheduled a special School Board work session for Monday, September 20, 2021 at 5:00 PM. The session will focus on school board training with Dennis Cheesebrow from TeamWorks Inc.
Recommendation: Approve scheduling a special work session for Monday, September 20, 2021 at 5:00 PM.
Alternatives: Do not approve scheduling a special work session and direct administration with next steps.



SOUTH ST. PAUL PUBLIC SCHOOLS

School Board Agenda Item

Meeting Date: Monday, August 9, 2021

Place on Agenda: COW and Regular Meeting

Action Requested: Approval

Attachment: None

Topic: Meal Prices for 2021-22

Presenter(s): Aaron Bushberger, Finance Director

Background:

We are asking for your approval of a small increase in additional student meal and adult meal prices for the 2021-22 school year. As has been previously communicated, meals for students will be free for the 2021-22 school year. However, the district is still required to charge for additional student meals and adult meals. At the guidance from the Minnesota Department of Education, we are recommending a \$0.10 increase in the additional student meal and adult meal prices, as shown below.

Meal Category	Proposed 2021-22
Elementary – Breakfast	FREE
Secondary – Breakfast	FREE
Additional Student Breakfast	\$2.00
Adult – Breakfast	\$2.00
Elementary – Lunch	FREE
Secondary – Lunch	FREE
Additional Student Lunch	\$4.00
Adult – Lunch	\$4.00
Milk	\$0.45

Recommendation: Approval

Alternatives: Do not approve; meal prices do not change for 2021-22