



# TABLE OF CONTENTS

## CALENDAR

2007-2008 School Calendar.....	4
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## CONTACT INFORMATION

General School Contact Information .....	6
HPE Staff List.....	7

## CURRICULUM INFORMATION

Overview of HPE Curriculum .....	8
International Baccalaureate (IB).....	9
Primary Years Programme (PYP).....	10
Project for Academic Excellence (PAE).....	10
PYP Student Profiles .....	12
PYP Attitudes .....	13

## PRACTICAL INFORMATION

### Attendance

Arrival & Dismissal Times .....	14
Drop-Off/Pick-Up Procedures .....	14
Absence Due to Illness .....	15
Releasing a Student During School Hours.....	16
Sending a Sick Child Home.....	16
Early Release Days .....	16
Emergency School Closings.....	16
Right to Know .....	17

### Food Service

Healthy Foods Help Kids Learn.....	18
Cafeteria 101.....	18
Breakfast.....	18
Bringing Lunch.....	18
Buying Lunch .....	18
Paying for Lunch .....	19
Personal Identification Number (PIN).....	19
Recess.....	19
Menu.....	20
Free & Reduced Price Lunch.....	20
Bringing Treats to School.....	20

## Family/School Interaction

Communicating with Your Child's Teacher .....	21
Contacting Students with Emergency Messages.....	21
Conferences .....	22
Check That Backpack .....	22
Events .....	22
Family Contact Information.....	23
Family Directory.....	23
Fundraising .....	23
Parent Teacher Association (PTA).....	26
Site Council .....	29
T-Shirts & Sweatshirts.....	30
Visiting .....	30
Volunteering .....	31
Website Resources.....	32

## School Day Notes

Bringing Things to School .....	33
Discovery Club .....	34
Gifted & Talented Services.....	35
Enrichment Through Community Education .....	37
Field Trips.....	38
First Aid/Medication/School Nurse .....	38
Immunizations .....	39
Internet Use.....	40
Lost & Found.....	40
Media Center .....	41
Reading Is Fundamental (RIF).....	41
Safety at School .....	42
Testing.....	43

## Transportation

Bicycles .....	44
Bus Service .....	44
Bus Area at School .....	44
Dropping Off & Picking Up Students.....	45
Parent Waiting Area.....	45
Transportation Safety.....	45

## 2007-2008 SCHOOL CALENDAR

September	4	First Day of School – Grades 1-6
	4,5	Kindergarten Conferences
	6	First Day of School for Kindergarten
	10	Site Council Meeting @ 4:45-6:00 in Library
	10	PTA Meeting @ 6:00-7:30 in Library
	19	Gift Wrap Fundraiser Starts
	20	T-Shirt Sales Begin
October	28	Fall Picture Day
	1	Gift Wrap Fundraiser Orders Due
	3	Early Release Day – School Ends 1:30
	18,19	No School – MEA
	26	Halloween Carnival @ 6:00-8:00 in Gym
November	26	Fall Picture Day Retakes
	31	Early Release Day – School Ends @ 1:30
	5	Site Council Meeting @ 4:45-6:00 in Library
	5	PTA Meeting @ 6:00-7:30 in Library
	5	Direct Appeal Fundraising Letter Sent
	9	No School – Conference Prep Day
	12	Gift Wrap Fundraiser – Pick Up Orders
	12	PTA Math Night @ 5:30-7:30 in Gym
	19	Teacher Conference Potluck
	19,20	Conferences 4:30 p.m. – 7:30 a.m.
	21	Conferences 7:30 a.m. – 2:30 p.m.
December	22,23	No School – Thanksgiving Holiday
	3	Site Council Meeting @ 4:45-6:00 in Library
	5	Early Release Day – School Ends @ 1:30
	14	Movie Night @ 6:00-8:00 p.m. in Gym
January	24-31	No School – Winter Break
	1	No School – Winter Break
	2	Back to School
	7	Site Council Meeting @ 4:45-6:00 in Library
	7	PTA Meeting @ 6:00-7:30 in Gym
	8-10	NNAT Test for K-2 and others by request
	21,22	No School – MLK Holiday & Professional Day
	28	PTA Family Fitness Night @ 6:00-8:00 in Gym
	31	Celebration of Excellence – Time TBD

February	2	Parent Expo Fair @ 9:00-5:00 Downtown St. Paul
	4	Site Council Meeting @ 4:45-6:00 in Library
	11	Parent Involvement Day – All Day at HPE
	12	Open House for Prospective Students @ 6:00-8:00
	18	No School – President’s Day
	22	Disco Bingo @ 6:00-8:00 in Gym and Cafeteria
March	3	Site Council Meeting @ 4:45-6:00 in Library
	3	PTA Meeting @ 6:00-7:30 p.m. in Gym
	7	No School – Professional Day
	17	Spring Picture Day
	18	Teacher Conference Potluck
	18,20	Conferences @ 4:30 p.m. – 7:30 p.m.
	21	Conferences @ 7:30 a.m. – 2:30 p.m.
	31	No School – Spring Break Begins
April	1,2,3,4	No School – Spring Break Continues
	7	Site Council Meeting @ 4:45-6:00 p.m. in Library
	7	PTA Meeting @ 6:00-7:30 in Gym
	10	PTA Reading Events @ 5:30-7:30 p.m.
	15,16	MCA-II Reading Test – Grades 3-6 Morning
	22,23	MCA-II Math Test – Grades 3-6 Morning
	23	Kindergarten Roundup @ 4:30-6:30 p.m.
	28	Science Testing – Window from 4/28-5/23 for All Students
	30	Early Release Day – School Ends @ 1:30
	May	1
5		Site Council Meeting @ 4:45-6:00 in Library
5		PTA Meeting @ 6:00-7:30 p.m. in Gym ( <i>Vote on Budget</i> )
5-9		Teacher Appreciation Week
26		No School – Memorial Day
30		Valley Fair Field Trip – 5 <sup>th</sup> & 6 <sup>th</sup> Grade Classes
June	3	PYP Exhibition – All School
	4	Site Council Meeting @ 4:45-6:00 in Library
	4	Spring-a-Thon Fundraiser – All Students, All Day
	4	End-of-Year Picnic
	5	Last Day of School

## CONTACT INFORMATION

**Address:** Highland Park Elementary School  
1700 Saunders Avenue  
St. Paul, MN 55116

**Website:** [www.highlandel.spps.org](http://www.highlandel.spps.org)

**Phone:** 651-293-8770

**Fax:** 651-293-8983

**Office Hours:** 8:00 a.m. to 4:15 p.m.

**School Hours:** 9:10 a.m. to 3:40 p.m.

**Principal:** Ms. Teresa Ciccarelli

### Contacting Staff

- **In Person** – You can always meet with HPE staff, but it’s best to make an appointment. School drop-off and pick-up times are busy for the teachers and not usually the best times to discuss important issues.
- **By Phone** – To contact a staff member by phone, first call the main number at 651-293-8770 and then ask for the extension of the person you wish to contact. Generally the office staff will forward your call to a teacher’s voicemail during the day. There is a “dial by name” feature that allows you to access an individual staff member’s voicemail after office hours.
- **By E-Mail** – All e-mail addresses have the following format:  
*firstname.lastname@spps.org*.

### 2007-2008 Staff List

<b>Principal</b>	Teresa Ciccarelli	teresa.ciccarelli@spps.org
<b>Office Staff</b>	Rita Wright	rita.wright@spps.org
<b>Kindergarten</b>	Linda Lilja	linda.lilja@spps.org
	Linda Mohn	linda.mohn@spps.org
	Sarah Woxland	sarah.woxland@spps.org
<b>1<sup>st</sup> Grade</b>	Alice Moersch	alice.moersch@spps.org
	Gale Steward	gale.steward@spps.org
	Marcia Woods-Weisman	marcia.woods-weisman@spps.org
<b>2<sup>nd</sup> Grade</b>	Melissa Rust	melissa.rust@spps.org
	Jennifer Blat	jennifer.blat@spps.org
	Susan Quisenberry	susan.quisenberry@spps.org
<b>3<sup>rd</sup> Grade</b>	Teresa Volpe	teresa.volpe@spps.org
	Lisa Apel Christianson	lisa.apel.christianson@spps.org
<b>4<sup>th</sup> Grade</b>	Steve Abenth	steve.abenth@spps.org
	Kathy Kruger	kathryn.kruger@spps.org
<b>5<sup>th</sup> &amp; 6<sup>th</sup> Grade</b>	Tani Winther	tani.winther@spps.org
	Kay Savard	kay.savard@spps.org
	Jessica Glickman	jessica.glickman@spps.org
<b>Counselor</b>	Carrie Asmus	carrie.asmus@spps.org
<b>English Language Learning</b>	Matthew Bogenschultz	matthew.bogenschultz@spps.org
	Kerry Lewis	kerry.lewis@spps.org
<b>Gifted &amp; Talented Coordinator</b>	Dave Bollom	david.bollom@spps.org
<b>IB/PYP Coordinator</b>	Diane Zanter	diane.zanter@spps.org
<b>Media Center</b>	Anne Carlson	anne.carlson@spps.org
<b>Nurse</b>	Mary Hurlley	mary.hurlley@spps.org
<b>Physical Education</b>	Judy Ryder	judith.ryder@spps.org
<b>Science</b>	Eileen Cotter	eileen.cotter@spps.org
<b>Spanish</b>	Colleen Kelley	colleen.kelley@spps.org
<b>Special Education</b>	Becky Arney	becky.arney@spps.org
	Kim Smith	kim.smith@spps.org
<b>Teaching Assistant</b>	Carole Keene	carole.keene@spps.org
<b>Technology</b>	Ryan Cotter	ryan.cotter@spps.org

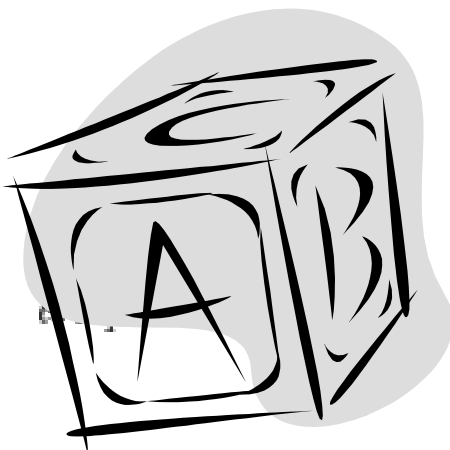
## CURRICULUM DESCRIPTION

In 2003, Highland Park Elementary was authorized as an official Primary Years Programme (PYP) school by the International Baccalaureate organization. We were the first school in the Midwest to receive this prestigious designation at the elementary level. The PYP curriculum is based in the liberal arts, has an international focus and encourages a hands-on approach to learning.

At Highland Park Elementary, K-1 students receive Spanish language exposure, with formal instruction for grades 2-6. All students K-6 receive specialized coursework in Science and Physical Education.

### The ABCs of Building Academic Excellence at HPE

As with any organization, there are a number of abbreviations used to describe the programs at our school. On the following few pages we've put together a brief glossary to help you decipher the code!



### ***IB – International Baccalaureate***

The International Baccalaureate Organization is a non-profit educational foundation that is recognized leader in the field of international education. It supports schools in encouraging students to be active learners, well-rounded individuals and engaged world citizens. Founded in 1968, the IB Organization currently works with 1,876 schools in 124 countries to offer challenging programs:

- **Primary Years Programme** (students age 3-12) – This is the program in place at Highland Park Elementary.
- **Middle Years Program** (students age 11-16) – There is currently not a Middle Years Programme in place in the Twin Cities area, but the HPE Site Council is currently working toward that as a desirable initiative we would like to see in place for our children in the coming years.
- **Diploma Programme** (Students age 16-19) – Several area high schools offer the IB Diploma Programme, including Highland Park High School and Central High School.

The IB Organization aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. More information is available at [www.ibo.org](http://www.ibo.org) or through the IB/PYP coordinator at Highland Park Elementary.



### ***PYP – Primary Years Programme***

This is the IB curriculum for younger students, and is used in our kindergarten through 6<sup>th</sup> grade elementary school. PYP focuses on the development of the whole child, in the classroom and in the world outside, through other environments where children learn. It offers a framework that meets children’s academic, social, physical, emotional and cultural needs. It does so through the development and reinforcement of a set of **student profiles and attitudes** (described on pages 12-13).

The PYP program uses structured, purposeful inquiry as the primary method for learning in each of the six subject areas: Language, Social Studies, Mathematics, Arts, Science & Technology, and Personal, Social & Physical Education.

Within those subject areas, there are six transdisciplinary themes of global significance which provide the framework for exploration and study:

- Who we are
- Where we are in place and time
- How we express ourselves
- How the world works
- How we organize ourselves
- Sharing the planet

Each grade level offers a number of “Units of Inquiry” throughout the year that explore each of these themes.

### ***PAE – Project for Academic Excellence***

The St. Paul Public Schools system has adopted the Project for Academic Excellence to provide a foundation of standards-based curriculum and instruction focused on a small number of core academic skills. These are combined with a well-ordered structure of **rituals, routines and artifacts** (described below) to create a classroom community in which students move about purposefully, use resources effectively and act independently and responsibly.

### **IB/PYP and PAE: Two programs, one excellent learning environment. All this theory helps your child learn. Here’s how...**

**PAE** provides needed structure to build a foundation of learning.

- **Routines** – Time is structured in a predictable way every day. For example, students know that approximately 90 minutes each day is devoted to reading and 60 minutes to writing.
- **Rituals** – The way an activity is done is always the same. This provides useful conventions for the classroom. Teachers explicitly teach and reinforce rituals in order for students to internalize them.
- **Artifacts** – Objects, displays, verbal and visual clues throughout the school reinforce academic standards. These may include leveled books, word wall, and rubrics (what students are graded on). These are prominently displayed on posters or charts, often created by the students themselves.

**PYP** builds on that PAE foundation by challenging students to question and act.

- **Attitudes** – PYP attitudes are displayed and reinforced throughout the school by teachers and staff in all school activities. They are prominently displayed, often written by students and expressed in their own language.
- **Open-Ended Inquiry** – Your child’s natural curiosity is a springboard for learning and is reinforced through PYP methods. Teachers consistently challenge students with open-ended questions to that foster inquiry and learning.
- **Action and Global Focus** – Teachers reinforce the multi-cultural understanding and international focus of the school by challenging students to look beyond themselves to the world in which they live and how they can personally influence the world.

## **PYP Student Profiles**

The following profiles or attributes are fostered in student learners at Highland Park Elementary. Students are encouraged to be:

- **Inquirers** – Their natural curiosity has been nurtured. They have acquired the skills necessary to conduct purposeful, constructive research. They actively enjoy learning and this love of learning will be sustained throughout their lives.
- **Thinkers** – They exercise initiative in applying thinking skills critically and creatively to make sound decisions and to solve complex problems.
- **Communicators** – They receive and express ideas and information confidently in more than one language, including the language of mathematical symbols.
- **Risk Takers** – They approach unfamiliar situations without anxiety and have the confidence and independence of spirit to explore new roles, ideas and strategies. They are courageous and articulate in defending those things in which they believe.
- **Knowledgeable** – They have spent time in school exploring themes that have global relevance and importance. In doing so, they have acquired a critical mass of significant knowledge.
- **Principled** – They have a sound grasp of the principles of moral reasoning. They have integrity, honesty and a sense of fairness and justice.
- **Caring** – They show sensitivity towards the needs and feelings of others. They have a sense of personal commitment to action and service.
- **Open-Minded** – They respect the views, values and traditions of other individuals and cultures, and they are accustomed to seeking and considering a range of points of view.
- **Well-Balanced** – They understand the importance of physical and mental balance and personal well-being.
- **Reflective** – They give thoughtful consideration to their own learning and analyze their personal strengths and weaknesses in a constructive manner.

## **PYP Attitudes**

The IB/PYP curriculum seeks to develop the following attitudes:

- **Appreciation** – Appreciating the wonder and beauty of the world and its people.
- **Commitment** – Being committed to their learning, persevering, and showing self-discipline and responsibility.
- **Confidence** – Feeling confident in their ability as learners, having the courage to take risks, applying what they have learned and making appropriate decisions and choices.
- **Cooperation** – Cooperating, collaborating and leading or following as the situation demands.
- **Creativity** – Being creative and imaginative in their thinking and in their approach to problems and dilemmas.
- **Curiosity** – Being curious about the nature of learning and of the world, its people and cultures.
- **Empathy** – Imaginatively projecting themselves into another’s situation, in order to understand his/her thoughts, reasoning, and emotions.
- **Enthusiasm** – Enjoying learning.
- **Independence** – Thinking and acting independently, making their own judgments based on reasoned principles and being able to defend their judgments.
- **Integrity** – Having integrity and a firm sense of fairness and honesty.
- **Respect** – Respecting themselves, others and the world around them.
- **Tolerance** – Feeling sensitivity towards differences and diversity in the world and being responsive to the needs of others.

## PRACTICAL INFORMATION

### Attendance

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#### Arrival and Dismissal Times

School hours are officially 9:10 a.m. to 3:40 p.m. That breaks down to the following arrival and dismissal schedule:

Doors Open .....	8:55 a.m.
Breakfast Available.....	8:55 – 9:15 a.m.
Classrooms Open .....	8:55 a.m.
Class Begins.....	9:10 a.m.
School Dismissed.....	3:40 p.m.

#### Drop-Off/Pick-Up Procedures

Parents who will be dropping off and picking up students need to adhere to the following procedure: When dropping off or picking up, please use the Saunders Avenue entrance. (The Rome Avenue entrance is for buses only.) We are asking that parents drive UP Saunders (east from Davern toward Snelling) and enter at the first driveway into the lower parking lot. Please pull forward enough to not block traffic behind you. When exiting the parking lot, proceed out the second driveway and turn RIGHT, travelling east onto Saunders up to Snelling Avenue.

This procedure will prevent students from having to run across the street to get to and from your car. The City of Saint Paul is putting up a “NO PARKING” sign on Saunders from the front entrance sidewalk to the catwalk. This should ease the traffic congestion during drop-off and pickup. Please do your part and comply with this procedure.

#### Be There to Be Successful!

To make sure your student is successful, they must attend school every day. However, we do understand that most students will need to miss school occasionally. Absences are excused if a student is ill, for a doctor or dentist appointment, or for a family emergency. In these situations, please call the school office at 651-293-8770 to let the office staff know. You can call and leave a message on HPE’s voicemail before or after school hours.

#### Arriving Early

Students should NOT arrive at school prior to 8:55 a.m. There is no supervision during that time. Students who do arrive prior to 8:55 should enter at the main doors on Rome Avenue and quietly wait on the chairs outside the library. Once the bell has rung, students should go to their classrooms. They may also go to the cafeteria for breakfast, which is free for all students.

Students who arrive prior to 8:55 a.m. will be notified that this is against school regulations. School personnel will follow up with the families of any students who consistently arrive early.

#### Arriving Late

Students should be in their classroom seats by 9:15 a.m. Students arriving late to school need to be escorted to the office and signed in by a parent or guardian. The student will then be given a pass to enter the classroom. Three times late without an excuse warrants a home contact and equals an absence.

#### Absence Due to Illness

If your child is running a fever or vomiting, please keep them home for the safety of the entire school community. Be sure to call the school and report the child’s absence before the start of school. The child’s temperature should be normal for 24 hours before returning to school. Please alert the school if your child develops a communicable illness such as strep throat, impetigo, head lice, pink eye, chicken pox, etc.

### **Releasing a Student During School Hours**

If a student needs to leave school early during the day, the parent or guardian must first come to the office and sign them out. The office will call your child's classroom teacher and ask that the student be sent to the office to be released. **Please do not go directly to the classroom.** It is for the safety of all our students that we ask your full cooperation with this policy.

### **Sending a Sick Child Home**

If your child becomes sick during the school day, you will be contacted so arrangements can be made to take your child home. If you are not at home or work, staff members will contact the emergency numbers that you provided. Please keep all telephone numbers – both regular and emergency – up to date.

### **Early Release Days**

Several times throughout the year the school district schedules an Early Release Day. School ends at 1:30 p.m. on these days, and the remainder of the afternoon is used for staff planning. Students eat lunch at school as usual on Early Release Days. If they ride the bus, expect them home approximately 2 hours early.

Early Release Days for 2007-2008 school year are as follows:

- October 3, 2007
- October 31, 2007
- December 5, 2007
- April 30, 2008
- May 30, 2008

### **Emergency School Closings**

The safety and health of all students is our first concern, so severe weather may force the cancellation or early dismissal of school. If the weather seems bad, listen to WCCO radio (AM 830) or WCCO-TV to see if the Saint Paul Public Schools are cancelled. If so, Highland Park Elementary will be closed.

If severe weather arises during the school day, students will be kept at school until it is safe to travel. Buses will not be dispatched until authorized by the Superintendent, and all safety precautions will be taken. Parents are requested not to try to pick up students during a weather emergency.

### **Right To Know: Parents Can Request Information About Teachers**

Under the No Child Left Behind law, parents have the right to request information regarding the professional qualifications of their student's classroom teachers. Parents who would like to receive this information should write to the Human Resource Department, Attn: ESEA Teacher Qualifications, Saint Paul Public Schools, 360 Colborne Street, Saint Paul, MN 55102-3299.

Parents can designate which of the following information they want:

1. Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certifications or degree; and
4. whether the child is provided services by paraprofessionals and, if so, their qualifications.

## Food Service

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### Healthy Foods Help Kids Learn

Students can either bring food with them to school for meals or purchase food through the school cafeteria. Either way, we can't stress enough the importance of healthy eating in helping children learn.

### Cafeteria 101

At Highland Park Elementary, our cafeteria workers are great, and we strive for a respectful, enjoyable atmosphere in the cafeteria while we're helping encourage healthy eating.

Because our cafeteria is fairly small, lunchtimes are broken down into several age groups. Staff members are always present to oversee the cafeteria while children are eating. Parents or grandparents are welcome to occasionally join their child for breakfast or lunch; this is a great opportunity to provide additional adult support and supervision in the cafeteria, as well as see what goes on during your child's day.

### Breakfast

Breakfast is available *free of charge* to all students from 8:55 to 9:15 a.m. The cafeteria closes promptly at 9:15 a.m.

### Bringing Lunch

If you choose to pack a bag lunch for your child, be sure to provide food that is portable, easy for your child to manage, and does not need heating. Lunches are kept in the student's locker until lunch period; no refrigerators are available. Milk is available for purchase.

### Buying Lunch

Cafeteria items are available only as a full meal – no a la carte snack purchases are available. Milk is included in meal prices, or may be purchased separately for those who bring a bag lunch. For complete details, including cafeteria prices, menus and information on free-and-reduced price applications, please see the information provided by Saint Paul Public Schools Nutrition Services, at [www.sppscafe.org](http://www.sppscafe.org) or 651-603-4950.

### Paying for Lunch

Each student maintains an account through which they purchase meals or milk in the cafeteria. To put money into your child's account, send cash or a check payable to "Nutrition Services" in an envelope marked with the student's name and Personal Identification Number (PIN), as well as the teacher's name. Students should turn the money in to their classroom teacher, who will see that the cafeteria staff receives it safely. You can also pay online at [www.sppspay.org](http://www.sppspay.org), and check account balances through the Parent Portal at [www.splearns.org](http://www.splearns.org). Any money left over in your child's account at the end of one school year is transferred to the next year's account. You will receive an automated voice message from Nutrition Services letting you know when your account balance is low. Children who forget their lunch or have no money in their account will receive a cheese sandwich and milk.

### Personal Identification Number (PIN)

Each child uses a 3-digit PIN each time they purchase lunch or milk. The PIN is entered into a small computer pad at the end of the lunch line. The computer automatically deducts the appropriate amount from their account. All children, regardless of income, use a PIN, so transactions are confidential. Teachers and cafeteria staff help children learn their PIN number by providing a note card or tag with their number written on it. The PIN numbers usually remain the same from year to year.

### Recess

Lunch in the cafeteria is followed by recess. The combined time for lunch and recess is usually 45 minutes. On most days, children spend their recess outside on the school playground for fresh air and exercise. Please be sure your child has appropriate clothing for the weather. Students will go outside every day unless the temperature and wind chill will cause frostbite in 10 minutes. The wind chill chart that we use is available online at [www.highlandel.spps.org](http://www.highlandel.spps.org).

### **The Menu: What's to Eat Today?**

A menu is sent home with your child at the beginning of each month. In addition, the monthly menu is available on the school website at [www.highlandel.spps.org](http://www.highlandel.spps.org) or on the Nutrition Services site at [www.sppscafe.org](http://www.sppscafe.org).

### **Free and Reduced Price Lunch**

Applications for free and reduced price breakfast and lunch are provided at the beginning of the school year, and available throughout the year at the school office or online at [www.sppscafe.org](http://www.sppscafe.org). Eligibility is determined by the Bureau of Food Services and depends on family income and the number of dependents in the family.

If a child receives free or reduced price lunch at school, none of the child's classmates will know since all children use PIN numbers to manage their cafeteria account.

### **Bringing Treats to School**

Candy, gum and sunflower seeds cannot be brought to school unless part of a bag lunch. Pop is not allowed. Please consult your child's teacher regarding birthday treats or celebrations. All food treats must be store-bought and prearranged with the teacher.

## **Family/School Interaction**

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### **Communicating with Your Child's Teacher**

Each teacher will let parents know the best ways to contact them throughout the school year. Teachers check their e-mail regularly and generally find it convenient to correspond that way. You are also welcome to leave notes in the teacher's mailbox in the school office or leave a voicemail message. (The office staff will *only* forward calls to the teacher's voicemail during the day.)

Please be aware that the teachers' primary focus during the school day is on the students. Teachers are receptive to parent communications but it may take a day or two before they can return your message. Morning drop-off time is generally a time for teachers to prepare for their day and greet and settle students; this is not a great time to try and engage a teacher in a conversation about an important matter.

### **Contacting Students with Emergency Messages**

Call the HPE office at 651-293-8770 and they will make sure your child gets the message. In the event you are calling about a change in transportation for that day – i.e., you will be picking up your child rather than having them take the bus home – you should call the office *before your child's lunch period*

All arrangements about after-school activities must be made with your child at home. Students are not allowed to use the school phones to make after-school plans.

### **Conferences**

Teacher/Parent/Student Conferences are held in the late fall and early spring at HPE. Parents are encouraged to include their child in the conference.

Prior to conference time, a form will be sent home with your child listing available conference times. If you have more than one child at HPE, every effort will be made to schedule your conferences as close together as possible.

Teachers welcome comments and questions from parents. If you wish a conference with your child's teacher at any other time during the school year, please contact the teacher directly to make arrangements.

### **Check That Back-Pack!**

Important notes, forms and other materials are often sent home in your child's backpack. Please check your child's backpack regularly to ensure that you are getting all the latest information. You may wish to develop an early routine at home for where children should leave their backpack contents. This can help ensure that nothing gets overlooked in all the coming and going! Families with more than one child at HPE, please note that most all-school notifications are sent home only with the youngest child to avoid duplication.

### **Events**

At Highland Park Elementary, we believe that fun and family involvement are big components of learning. There are numerous opportunities throughout the school year to participate in special events, both during school and after school. These range from the famous Halloween Carnival to Disco Bingo; from PTA Family Learning Events to the Spring Picnic. Look for more information throughout the year.

### **Family Contact Information**

It is vital – especially for emergency situations – that we have current family contact information and emergency numbers on file for each student. Please notify the school at 651-293-8770 if your family has a change of address or telephone number.

### **Family Directory**

Many students and their families like to have easy access to the addresses and phone numbers of classmates. This can be helpful for planning play dates or organizing after-school activities. A Family Directory is made available on the school's website and password protected for confidentiality. Student information will be published in the Family Directory unless you choose to "opt out." (Opt out forms are sent home in backpacks sometime during the first few weeks of school and should be returned to your child's teacher if you choose not to appear in the directory.)

### **Fundraising**

The Highland Park Elementary PTA coordinates a number of fundraising initiatives throughout the school year. These are designed to raise money for the school to use for a variety of needs that would otherwise go unfunded in our times of tight school budget. PTA fundraisers benefit all students at HPE. In fact, programs like our Amity Intern and our Arts Program would not exist without the financial support of HPE families and friends.

*On behalf of the students, teachers and staff at HPE,  
thank you for your support! For questions or  
suggestions about fundraising, contact  
Gordy Meyers at  
612-743-7633 or [gordy.meyers@visi.com](mailto:gordy.meyers@visi.com).*

**Where the Money Goes**

Money raised during the 2007-2008 school year will be used to support programs such as the following:

*Classroom Supplies & Trips – \$9,000*

- Math learning materials
- Reading centers in classrooms
- Crayons, papers, rulers and more
- Field trip assistance

*Amity Intern – \$4,000*

- Native speaker assists with Spanish teacher
- Provides Spanish instruction for K-6
- Intern lives with HPE host family

*Arts Program – \$9,300*

- Art program residencies at HPE
- Field trips to art museums
- Minneapolis Institute of Art classroom partnership

*Library & Media Center – \$4,500*

- Books to replace worn collection
- Software and videos
- Audio-visual equipment

*School Play – \$4,500*

- Stagecoach to produce and direct school play
- Involving as many students as possible
- Timed to coincide with Silent Auction & Raffle

If we exceed our goals, we will increase our support of these programs. Some funds pay for expenses such as postage and photocopying. The PTA budget is available on the bulletin board next to the school office.

**Fundraising Calendar**

We value your participation in any way, whether you are donating time, talent or money – and whether you choose to participate in one or all fundraisers. To help plan your time and funds, here is a calendar of major fundraising events for 2007-2008:

Month	Fundraiser	Goal
September	<b>Innisbrook Gift Wrap Catalog</b> – High-quality gift wrap, chocolates and gifts.	<b>\$7,000</b>
November	<b>Direct Appeal</b> – Letter requesting a tax-deductible contribution.	<b>\$3,000</b>
February	<b>Theater Night Silent Auction &amp; Raffle</b> – Students perform a play, while a silent auction and raffle offer all kinds of great chances!	<b>\$9,000</b>
June	<b>Spring Into Summer-a-thon</b> – End-of-year activity day at school for all students, with pledges solicited beforehand.	<b>\$3,000</b>

**Ongoing Fundraising Initiatives**

You can also support HPE throughout the year in these ways:

<b>Corporate Partnerships</b>	<b>Box Tops For Education</b> – Collect box tops from General Mills products; they are worth 10 cents each to HPE. Collection box located near office.	<b>\$3,000</b>
	<b>Target VISA Red Card</b> – Name HPE on your Target Visa and our school receives a donation in the amount of 1% of your Target purchases and 1/2 percent of other purchases.	
	<b>Milk Caps</b> – Collect caps from Kemps plastic milk bottles; they are worth 5 cents each to HPE. Collection box located near office.	
<b>Gift Cards</b>	The PTA has the opportunity to buy gift cards at a discounted rate from area retailers. By offering them to families at full face value, the difference goes to the PTA. Look for cards from Gertens garden center and perhaps other retailers as well.	<b>\$500</b>
<b>Blue Sky Guide</b>	This popular discount coupon book will be available for purchase through the PTA.	<b>\$500</b>

**Donate Money Any Time!** – We always welcome donations in any amount and at any time. The PTA is a 501(c)(3) tax-exempt organization. All donations are tax deductible. Make checks payable to Highland Park Elementary and mail to the PTA in care of the school office.

### **Parent Teacher Association (PTA)**

The mission of the Highland Park Elementary PTA is to support our school. The PTA is the parent action group, and it is a chapter of the national PTA organization. Our goals include:



- Building community through events and communication
- Increasing parent involvement
- Raising money for the school to use for such things as extra supplies that are needed throughout the year, arts programs, special events, and other things that go unfunded in our times of tight school budgets.

All parents and guardians are automatically considered members of the PTA, and we welcome a small contribution to help support the dues we pay to the PTA organization. Membership is open to anyone who believes in the mission and purposes of the National Parent Teacher Association. By joining our local chapter, you also become a member of both the state and national PTA. Together we are a powerful voice for children.

We hold regular business meetings as well as family educational events and we encourage anyone to attend. They are fun, informative and a great way to get involved with your child's school.

PTA meetings are generally held the first Thursday of the month in the school library. More detail about the PTA, including a record of recent meeting minutes is available online at [www.highlandel.spps.org](http://www.highlandel.spps.org) under the PTA heading.

With your help, we can continue to work toward PTA's goal of a quality education and nurturing environment for every child.

### ***The Mission of the National PTA***

- To support and speak on behalf of all children and youth in the schools, in the community and before governmental bodies and other organizations that make decisions affecting children.
- To assist parents in developing the skills they need to raise and protect their children.
- To encourage parent and public involvement in the public schools of this nation.

### ***The Purposes of the National PTA***

- To promote the welfare of the children and youth in home, school, community and place of worship.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

### Highland Park Elementary PTA Board Members 2007-2008

<b>President:</b>		
Gordy Meyers	651-699-4002	gordy.meyers@visi.com
<b>Immediate Past-President:</b>		
Deborah Bennett	612-722-7864	dibennett@tcinternet.com
<b>Vice President:</b>		
Scott Stensrud	651-690-0982	scottstensrud@yahoo.com
<b>Secretary:</b>		
Susan B. Wright	651-690-0986	sbwright1@comcast.net
<b>Treasurer:</b>		
Dawn Andrada	651-696-0224	dandrada@charter.net
<b>Communications Committee:</b>		
Clayton Bennett, Co-Chair	612-722-7864	cjbennett@tcinternet.net
Maiya Willits, Co-Chair	651-917-2328	maiya@highpointcreative.com
<b>Volunteer Coordinator Committee:</b>		
Cindy Lorah, Co-Chair	651-690-3596	camplorah@peoplepc.com
Susan B. Wright, Co-Chair	651-690-0986	sbwright1@comcast.net
<b>Arts Committee:</b>		
Ingrid Nyholm-Lange, Chair	651-699-4126	inyholmlange@hotmail.com
<b>Fundraising Committee:</b>		
Gordy Meyers, Chair	651-699-4002	gordy.meyers@visi.com
<b>Membership Committee:</b>		
Julia Earl, Chair	651-698-0513	juliaanneearl@yahoo.com

### Site Council

Each Saint Paul Public School uses a “site-based shared decision-making council” or Site Council. As the school’s local advisory body, the HPE Site Council promotes excellence in education for students through gathering information, facilitating problem solving, making recommendations and evaluating HPE programs. This shared decision-making group is made up of a mix of teachers, staff members and elected parents/community members. It works to:

- Help shape and support the school’s mission
- Help develop the School Continuous Improvement Plan
- Drive school change and develop conditions for success
- Help plan and prioritize the school budget

Elections are held in the spring of each year to select the parent representatives for the coming year; more information is provided prior to the nomination and election process. Site Council meetings are held monthly, usually the first Monday of the month, in the school library. Meetings are open and all parents and guardians are welcome to attend.

### 2007-2008 Site Council

Principal	Teresa Ciccarelli	teresa.ciccarelli@spps.org
	Diane Zanter, Co-Chair	diane.scioli@spps.org
	Judith Ryder	judith.ryder@spps.org
	Linda Lilja	linda.lilja@spps.org
Staff Members	Ryan Cotter	ryan.cotter@spps.org
	Sarah Woxland	sarah.woxland@spps.org
Parent Reps	Cara Sjodin, Co-Chair*	carasjodin@yahoo.com
	Judy Jossi, Co-Chair*	jjossi@comcast.net
	Norma Cox	griffing4564@comcast.net
	Julia Earl	juliaanneearl@yahoo.com
	Susan Heegaard	sheegaard@comcast.net
	Sean Kershaw	kershaw.sean@gmail.com
Community Rep	Kristin Teipel	teipe001@umn.edu
	Liz McAllister	lizmac@mn.rr.com

\* Shared Position

More information about the HPE Site Council is available online at [www.highlandel.spps.org](http://www.highlandel.spps.org).

### **T-Shirts & Sweatshirts**

While students don't wear uniforms at our school, many children and their families occasionally like to show their school pride by sporting a Highland Park Elementary t-shirt or sweatshirt. Shirt sales are typically held in the fall and information is sent home in backpacks. There are also occasionally opportunities to participate in a "shirt swap" where families can donate outgrown shirts to be made available to others in the school.

### **Visiting**

If you are interested in touring Highland Park Elementary, please call for available tour times during the spring. Throughout the school year, parents and guardians are welcome to visit at any time to get a better idea of what goes on in our classrooms. It is essential that visitors observe the following guidelines:

- Register at the office and put on a nametag.
- Limit visit to any one class to 45 minutes.
- Avoid distracting your child and the classroom in their daily work. Do not engage in conversation while the teacher is teaching; do not interrupt a group of students involved in an activity.
- Visit a variety of classes and grade levels
- If you have any questions, please ask at the office.

### **Volunteering**

When students see parents, grandparents and guardians assisting in the school, they feel special and they see first-hand the value your family places on education.

Highland Park Elementary welcomes families and community members to work with our students and staff. All volunteers and visitors must register at the school office and pick up a badge to wear. Volunteers are expected to follow school policies and the guidelines set by individual teachers and staff members, and also to respect the right of confidentiality.

There are many opportunities and many different ways to volunteer, such as assisting in the classroom or media center, chaperoning field trips; helping with Picture Day; or working on a PTA event. Consider volunteering in a classroom other than your child's; it can provide needed support for other teachers and give you a glimpse of what's going on in other grades. Parents may also volunteer at home by assisting teachers with project setup, sorting paperwork, cutting decorations and more. In whatever way you choose to help, your participation will lead to increased student achievement.

### **Volunteer Coordinators**

The PTA has volunteer coordinators who work to match parent volunteers with existing opportunities throughout the year. A sign-up sheet is sent home early in the school year with some open opportunities; other needs arise throughout the year and will be communicated to families through backpack notices, e-mails and phone calls from staff members or volunteer coordinators.

#### ***2007-2008 PTA Volunteer Coordinators:***

Cindy Lorah 651-690-3596 [camplorah@peoplepc.com](mailto:camplorah@peoplepc.com)  
Susan B. Wright 651-690-0986 [sbwright1@comcast.net](mailto:sbwright1@comcast.net)

#### ***2007-2008 Classroom Volunteer Coordinator:***

Kristin Teipel 651-699-0644 [teipe001@umn.edu](mailto:teipe001@umn.edu)

### Website Resources

Highland Park Elementary maintains a comprehensive website at [www.highlandel.spps.org](http://www.highlandel.spps.org). This generally contains all the latest information about school programs, events and schedules. Teachers use their individual web pages to provide details about what's going on in the classroom, so keep the site bookmarked and visit us often!

**Check Us Out Online**



**[www.highlandel.spps.org](http://www.highlandel.spps.org)**

## School Day Notes

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### Bringing Things to School

Each year students and parents become upset over the loss of valuables that were brought to school. Items of value such as expensive athletic clothes, cash, toys and electronics have no purpose at school. Students bringing electronic game devices or music players to school will have them confiscated by the staff and returned only to their parents. Please encourage your child not to bring such items to school.

Parents need to contact the principal, Ms. Teresa Ciccarelli, if there are extenuating circumstances requiring their child to have a cell phone. Administrative approval is required. Cell phones found without this approval will be confiscated and returned only to the parents.

Recreational balls are permitted for recess time outside.

Candy, gum, sunflower seeds and the like cannot be brought to school unless as part of a bag lunch. Pop is not allowed.

Possession of weapons or look-alike weapons in school is an offense that can result in suspension or expulsion from school. Please make sure children understand the significance of this and do not bring to school any weapon, toy weapon, pocket knife or any other item that could be used or a mistaken for a weapon.

### **Discovery Club**

Discovery Club is the Saint Paul Public Schools' before and after child care program. Children participate in a wide variety of academic enrichment, recreational and cultural activities that informally support learning and social development. Additionally, Discovery Club staff connect with school-day teachers to better support children's learning, including scheduled homework times.

Discovery Club is available before school from 6:30 – 9:00 a.m. and after school from 3:30 – 6:00 p.m. For more information, visit the Discovery Club website at [www.discoveryclub.spps.org](http://www.discoveryclub.spps.org).

The Highland Park Elementary Discovery Club Site Manager is Justine Osum. She can be reached at [justine.osum@spps.org](mailto:justine.osum@spps.org) or 651-293-8770.



### **Gifted & Talented Services**

Highland Park Elementary uses the Schoolwide Enrichment Model (SEM) which encourages students to pursue in-depth studies both within interdisciplinary units and in personal areas of interest. We have adapted the SEM model to provide enrichment opportunities to the entire school population. Based on the belief that “a rising tide lifts all ships,” this model allows for the integration of high-end learning strategies into our existing Primary Years Program in several ways:

- There is a depth and complexity woven into our PYP Units of Inquiry that incorporates student strengths and allows for a broad range of student interests and learning styles.
- The curriculum is enhanced through strategies that modify and differentiate to accommodate students' individual rates and levels of learning.
- The Units of Inquiry often expose students to a variety of experiences that are used to spark their interest. These may include guest speakers from the community, parent involvement, and multimedia experiences
- Curriculum is delivered through a hands-on, project-based approach that focuses on the application of knowledge with a relevance to the real world.

In addition, enrichment opportunities allow students to further investigate or learn about an area of special interest. These opportunities may take the form of special interest field trips, competitive teams, special topic mini units, enrichment clusters and research groups.

*New for the 2007-2008 school year is the addition of a full-time Gifted Services Specialist to work collaboratively with teachers in Reading, Writing and Math.*

A variety of enrichment opportunities are offered to students both during school and after school. Offerings are dependent on time available in the Enrichment Coordinator's schedule and parent volunteers. Parents play an integral part in these activities. If you have a special interest or skill that you would like to share with a group of students on a one-time or ongoing basis, either during or after school, please contact Eileen Cotter, Enrichment Coordinator.

Enrichment opportunities are accessed by students in several ways:

- Teacher recommendation, based on interest or ability
- Application, based on student interest and group size limit
- Tryouts, based on interest, ability, and group size limit

Watch for more detailed information regarding enrichment opportunities for the 2007-08 school year. When there is an application or tryout necessary, students will be informed of the opportunity and the process. Examples of past enrichment activities are listed below:

- **Chemistry** (K-6th)
- **Chess** or Other Strategy Games (K-6th) – Parent coaches needed.
- **Choir** (K1, 2-3, 4-6 grade level groups) – Fall through Spring.
- **Creative Writing** (K-6th)
- **Dancing** (K-6th) – Has traditionally included Hmong and Hip-Hop and has been student taught/choreographed.
- **Destination Imagination** (K-6th)– A process-based team activity grounded in sound creative problem solving theory that helps young people build lifelong skills in creative and critical thinking, teamwork, time management and problem solving. Late Fall through Spring. Parent coaches needed.

- **Insect Research** (4th -6th) – A team science activity that runs from September through December.
- **Lego® League** (4th -6th) – A team competitive activity that runs from September through December. Parents with an engineering interest solicited.
- **Lego® Robotics** (K-6th) – Uses Lego® systems to introduce students to robotics concepts through teamwork and problem-solving concepts. Parent volunteers are needed.
- **Math Clubs** (Grades to be determined – could be dependent on parent volunteers)
- **Multimedia** (Grades to be determined; could be dependent on parent volunteers) – Movie making/editing, slideshows, news production, etc.
- **School Play** (K-6th) – November through February.

#### **Enrichment Through Community Education**

St. Paul Public Schools Community Education provides after-school enrichment classes on site at Highland Park Elementary on a quarterly basis. These classes have a small fee; scholarships are also available. Registration forms are sent home with the students. Classes often fill up fast, so early registration is suggested.

### **Field Trips**

Field trips are outings facilitated by the school to complement learning at locations outside the school such as museums or zoos. At the beginning of the school year students receive a permission slip for their parent or guardian to sign. Signing the slip indicates that permission has been given for the student to attend all field trips during the entire school year.

When a field trip is coming up, a note will be sent home with the student's school papers. Parents, grandparents and guardians are often encouraged to help on field trip outings as chaperones. Please keep your eyes open for these announcements and opportunities to help out. This is a fun way to get involved!

There may be a small fee to help defray the cost of field trips. Parents are welcome to contribute additional funds if they wish to sponsor a child whose family may not be able to afford the fee.

If a field trip will last during lunch time, children may bring a lunch from home or purchase a sack lunch provided by the school. School buses are used for field trip travel. Teachers and chaperones supervise the students on the buses and during the field trip.

### **First Aid/Medication**

If a student becomes sick or injured during the school day, he or she will be accompanied to the school office. The school nurse is in one day a week from 8:50 – 3:50. When the nurse is not available, the school secretary assists children with such things as contacting parents/guardians, putting on a bandage, or administering prescribed medication.



Prescription medication may be given at school by the nurse or staff only if accompanied by a written doctor's order and presented in a pharmacy labeled bottle. The medication needs to be clearly labeled with the following information: student's name, name of medication, purpose of medication, dosage, time medication needs to be administered, and possible side effects. Parents shall assume responsibility to inform the nurse of any changes. The school district retains the discretion to reject requests for administering medications. A copy of this regulation shall be provided upon request.

School policy for over-the-counter (non-prescription) medication is as follows: The school nurse shall be notified in writing when any medication must be administered to a student during the school day. The school nurse shall keep a record of the administration and self-administration of medications to students. All medications brought to school must be in the original labeled container. Students observed by school personnel self-administering unauthorized medications shall be reported to the principal and to their parents.

If your child has ongoing special needs or medication issues such as the need for asthma inhaler therapy, diabetic medications, blood sugar testing, or storage of occasional-use medications such as an epi-pen for allergic reaction, please see the office staff or school nurse for more information.

### **Immunizations**

State law requires that a child entering public schools be up to date with their immunizations. The Saint Paul Public Schools immunization policy is available at the district office or online at [spps.org](http://spps.org). Students entering HPE from out of the district must present their immunization records to the school nurse at registration.

### **Internet Use**

Computer and Internet instruction is an integral part of the curriculum at Highland Park Elementary. Students receive regular opportunities to use the computer as part of developing their skills and working through their Units of Inquiry.

The use of the Internet is a privilege. The Internet is used for educational purposes, and the proper use of the Internet is the joint responsibility of students, staff, and parents. Student learning may be complemented by use of computers or the internet in the computer lab. As an Internet user, students agree to the following guidelines:

1. They understand that they will be working with a global audience. They will be polite and use appropriate language.
2. They will accurately represent themselves and will not reveal their name, address, or phone numbers or that of other students or staff members.
3. They will access information on the Internet that is appropriate for school.
4. If they accidentally access inappropriate material, they will close the file immediately.
5. They will only use the Internet as an educational resource.
6. All students must be under adult supervision while using the Internet.

*Inappropriate use of the Internet by a student will result in having their Internet privilege revoked.*

### **Lost & Found**

Dozens of lunch boxes, mittens, jackets, shoes, and hats are lost each year. Please mark your child's belongings with their name to help in their return if lost.

If your child has lost something, check the Lost & Found box located in the vestibule just inside the Saunders Avenue upper parking lot door. Check this area often – it's surprising what you will find. Parents often find things they didn't even know were lost! At the end of each year, unclaimed items are donated to appropriate community agencies.

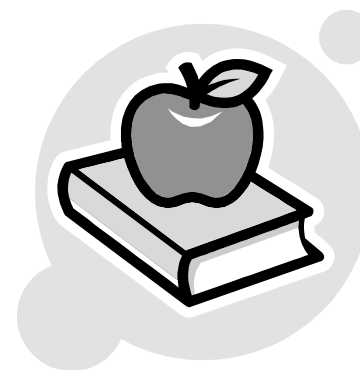
### **Media Center**

The Media Center is an integral part of the reading and language arts program where the students learn to use resources, books, computers, and the computerized card catalog. The Media Center offers scheduled classroom group time, as well as unscheduled time which allows small groups of children from any classroom to come to the facility at any time of the school day when the Media Center is staffed. Teachers, staff, volunteers or the Media Specialist supervise and direct library time.

Kindergartners and first graders may take out one book at a time. Second through sixth graders may take out two books at a time. Books are "due" when the child is finished with them, but additional books cannot be checked out until books currently being held are returned. *Books that are lost or destroyed must be replaced by the student.* Contact the school Media Specialist for details on how to replace a lost or damaged book.

### **Reading Is Fundamental**

HPE participates in the Reading Is Fundamental (RIF) program. Through this program sponsored by the nation's largest child literacy organization, students have the opportunity to receive three free books during the school year. Children can select their own books during the distribution period held each fall, winter and spring. Reading is Fundamental is a national literacy support program and the Saint Paul Public Schools is one of the largest district programs in the country.



### Safety at School

Through its policies and procedures, Highland Park Elementary works to ensure the safety of all students and staff members. More information on school safety is available through the district's website at [www.spps.org](http://www.spps.org). In addition, we have noted several important issues below.

- **Crisis Team** – There is crisis team in place a HPE, made up of staff members who are trained and immediately available in the event of an emergency at school, such as a fire, intruder or terrorist attack.
- **Fire & Emergency Drills** – Throughout the year, drills are occasionally held to acquaint students with the proper procedures in the event of a fire, intruder or other emergency at school. While we try not to unduly frighten students, knowledge and preparedness can go a long way toward making them feel safe in their environment and equipped to handle potential emergency situations. Five lockdown drills and five fire drills are scheduled for the 2007-2008 school year.
- **Bullying**– Highland Park Elementary does not tolerate bullying in our school community. As part of the PYP student profile and attitudes, students learn the importance of respect and fair treatment, and how to handle conflicts with their peers. Any incidents of bullying are reported to staff and immediately addressed with the individuals and family members involved. If you have a concern about bullying, please bring it to the attention of your child's teacher or other staff member.
- **Weapons** – Possession of weapons or look-alike weapons in school is an offense that can result in suspension or expulsion from school. Please make sure children understand the significance of this and do not bring to school any weapon, toy weapon, pocket knife or any other item that could be used or a mistaken for a weapon.

### Testing

A number of standardized tests are required throughout the year. Here is a little information about each test, followed by a calendar for the 2007-2008 school year (dates subject to change).

**TEAE** Test of Emerging Academic English

**TEAELS** Test of Emerging Academic English Listening & Speaking

**MTELL** Math Test for English Language Learners

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These are state-required tests that measure if English Language Learner (ELL) students are learning what is expected of them at their grade levels.

**NNAT** Naglieri Nonverbal Ability Test

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This is a nonverbal ability test used by St. Paul Public Schools to identify students who are “gifted and talented.” It is given to all Kindergarten and 2<sup>nd</sup> grade students and those students in 1<sup>st</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> who are nominated by teachers or parents.

**MCA-II** Minnesota Comprehensive Assessment – Version II

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This is a series of state-required tests that measure if students are learning what is expected of them at their grade levels. The number of students taking the tests, as well as the test results, are used to determine if schools are making Adequate Yearly Progress (AYP) toward the school's achievement goals. MCA-II tests are given to students in 3<sup>rd</sup> – 6<sup>th</sup> grade.

### 2007-2008 Testing Calendar

Jan 8-10 , 2008	<b>NNAT</b>
March 10-28, 2008	<b>TEAE &amp; TEAELS</b>
April 14-May 2, 2008	<b>MTELL</b>
April 15, 2008	<b>MCA-II Reading</b>
April 16, 2008	<b>MCA-II Reading</b>
April 22, 2008	<b>MCA-II Math</b>
April 23, 2008	<b>MCA-II Math</b>
April 28– May 23, 2008	<b>MCA-II Science Online Field Test</b>

## Transportation

### Bicycles

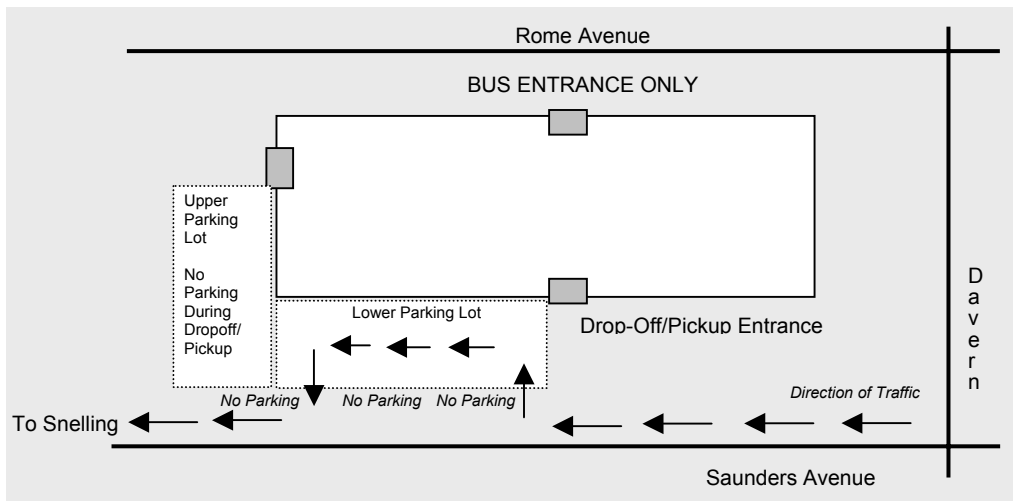
We discourage bicycle riding to school. We are concerned about the children's safety to and from school, and also about the security of the bicycles during the day. If a child rides a bicycle to school, parents must assume responsibility and send written permission to the child's teacher.

### Bus Service

Eligibility for transportation service is governed by the Board of Education Policy on Transportation Eligibility. Generally, students must reside one mile or more from their attendance area school to be eligible for transportation service. Prior to the start of the school year, those families who live in within busing distance will receive notice of their bus stop location and pick- up/drop-off time. If there are questions about bus pick-up or drop-off, please contact the school office at 651-293-8770.

### Bus Area at School

At school, buses drop students off in the morning and pick them up in the afternoon on the Rome Avenue side of the building. Teachers and staff members meet the buses each morning, and escort children to the appropriate buses at the end of the day. Non-bus students should NOT use the Rome Ave. entrance.



### Dropping Off & Picking Up Students

Parents who will be dropping off and picking up students need to adhere to the following procedure: When dropping off or picking up, please use the Saunders Avenue entrance. (The Rome Avenue entrance is for buses only.) We are asking that parents drive UP Saunders (east from Davern toward Snelling) and enter at the first driveway into the lower parking lot. Please pull forward enough to not block traffic behind you. As a necessary courtesy, please don't park in the designated Handicapped spot (unless you need it) even if you're just waiting. When exiting the parking lot, proceed out the second driveway and turn RIGHT, travelling east onto Saunders up to Snelling Avenue.

This procedure will prevent students from having to run across the street to get to and from your car. The City of Saint Paul is putting up a "NO PARKING" sign on Saunders from the front entrance sidewalk to the catwalk. This should ease the traffic congestion during drop-off and pickup. Please do your part and comply with this procedure.

### Parent Waiting Area

When picking up children at the end of the day, parents are welcome to wait inside the lower Saunders Avenue entrance, just outside the first two kindergarten classrooms. This area is supervised by a staff member during pick-up time, and children are released only to their authorized parents or guardians.

Parents and guardians should arrive between 3:25 and 3:40 to pick up their children. Please be respectful of the school environment while you are waiting, keeping conversation with other parents quiet so as not to disturb nearby classrooms at the end of the school day.

### Transportation Safety

Safety on the school bus is a shared responsibility. The active participation of parents, school staff and school bus drivers is vital to the safety of all our students. Rules for appropriate bus conduct are reviewed with students and clear expectations are set to ensure a respectful and safe environment to and from school.

