Wilshire Park
ELEMEN TARY SCHOOL

2018-2019
Family Handbook

Dr. Corneille, Superintendent
Ms. Page, Principal

3600 Highcrest Road NE
St. Anthony, MN 55418
www.stanthony.k12.mn.us

School Hours:
•  Kdgn-Grade 5: 9:05-3:35 p.m. (Arrive 8:55 a.m.)

Office: 612-706-1200
Attendance Line: 612-706-1204
Transportation Director: 612-706-1117

Bus Company:
Metropolitan Transportation Network:
763-571-1541
Important Phone Numbers

Attendance Line ................................... 612-706-1204
(Leave a message on the Attendance Line)
OR email hsiggelkow@stanthony.k12.mn.us

School Office ...................................... 612-706-1200

To Pay for Meals (credit card)/
Or Check Lunch Account Balance 1-888-994-5100
   Or online at www.paypams.com
($1.95 service fee per child to pay by credit card)

Wilshire Park Kitchen ......................... 612-706-1207

District Transportation Director, Todd Niklaus:
tniklaus@stanthony.k12.mn.us or .... 612-706-1117

Metropolitan Transportation: ....... 763-571-1541
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ISD 282 Vision Statement

We are committed to the success of all learners.
We will engage, inspire, challenge, and support each learner through innovation and collaboration.
(Adopted June, 2014)

ISD 282 Mission Statement

The mission of the St. Anthony-New Brighton School District is to Educate, Prepare and Inspire a Community of lifelong learners in our small, caring environment.
(Adopted June, 2014)
Wilshire Park
Mission Statement

Wilshire Park students will be **valued** and provided an **individualized**
educational experience. We will form strong **partnerships** with
students, parents and families.

*(Adopted Fall, 2014)*

Non-Discrimination
Statement

It is the St. Anthony-New Brighton School District’s policy to provide equal education
opportunity to for all students and to provide equal employment opportunity for all em-
ployees. The district does not discriminate in admission, treatment, employment or ac-
cess to its programs or activities. In addi-
tion, the School District does not unlawfully
discriminate on the basis of race, color,
creed, religion, national origin, sex, marital
status, parental status, status with regard to
public assistance, disability, sexual orienta-
tion or age.
Wilshire Park Elementary School
Principal: Mrs. Kari Page
Office: (612) 706-1200
Attendance Line: (612) 706-1204
www.stanthony.k12.mn.us

School Hours for 2018-19
Grades K-5: 9:05-3:35 p.m.
(Arrival at school: 8:55 a.m.)

Back To School Information
You will receive Back-to-School information through email and your Infinite Campus Parent Portal in mid-August. Information will include information from your child’s teacher, verification of your contact and emergency information, transportation schedules and school breakfast/lunch menus.

Meet and Greet will be held on Tuesday, September 4th. Families are invited to come to school with their child at one of the Family Visit times listed below. Feel free to come at any of the three times that work best for your family. You do not need to make a reservation or stay for the entire time. This is an opportunity for you and your child to meet your child’s teacher, drop off school supplies and sign the necessary forms.

• Student photos are taken during Meet and Greet in the gym. Photo ordering information is included in your August email. Order envelopes will be available in the school gym. Please come prepared with payment if you are ordering photos.
• Headphones, school folders, planners and calculators as requested by your child’s teacher will be available for purchase in the hallway near your child’s classroom.
• Please stop by the cafeteria to set up and make payments to your child’s lunch account.
• The Wilshire Park Parents Association will have a table in the cafeteria so please stop by and ask how you can be involved.

Meet and Greet Schedule & School Photos
Tuesday, September 4th:
• 11:00-12:45 p.m. Families visit
• 2:15-3:45 p.m. Families visit
• 4:00-5:45 p.m. Families visit

ARRIVAL AND DISMISSAL INFORMATION

Arrival and Dismissal Times
The first regular day of school is Wednesday, September 5, 2018. School buses will be available to transport students to and from school. Students should arrive at school between 8:55 and 9:00 a.m. each day and may go directly to their classrooms. Students may not arrive at school before 8:55 a.m. as the school does not provide supervision of students before that time. Students must be in their classroom when the bell rings at 9:05 a.m. Late arrivals should check in at the office. School dismisses at 3:35 p.m.

Secure Entrance
All parents and visitors to Wilshire Park Elementary will enter the building through Door 1 (formerly Door #2), the main entrance, which directs you into the school office. Remember to bring your Driver’s License or State ID or any form of identification when entering the building.

Arrival Information
Outside doors will be monitored by staff for student entrance only when the first bell rings at 8:55 a.m. Any parents wishing to enter with their student must enter through Door #1 and check in through the Visitor Management System with a Driver’s License or State ID, which can either be scanned or manually entered into the system. If a parent or guardian does not have a government-issued identification, the school staff member can use any form of
identification and manually enter the person’s name into the visitor management system. Once entry is approved, a badge will be printed identifying the visitor, the date, and the purpose of his/her visit. See page 18 for additional information regarding the secure entrance and visitor management system.

If your child is not taking the bus to school, please ensure that your child arrives at school between 8:55 and 9:00 a.m. Supervision of students is not provided before 8:55 a.m. Students must be in their classroom when the second bell rings at 9:05 a.m. If your child arrives at school at 9:05 a.m. or later, please enter at Door #1 and come with them to the school office to sign in.

**Dismissal Information**

School is dismissed at 3:35 p.m. Kindergarten students are dismissed at 3:30 p.m. so that they can travel through the hallways before dismissal of students in grades 1-5. Parents who wish to pick up their children at school have the options of parking their car and meeting their child outside at the new Activities entrance (Door #9), designate a pick-up location outside, or having students meet their parent at their car in the pick-up lane outside Door #16 (formerly Door #3).

**Parking Lot Drop-off and Pickup**

To drop off or pick up your children before or after school, please use the parking lot entrance on the north side of the building. The parking lot is a **ONE-WAY** area. The lane nearest to the building is the drop-off/pick-up lane. Please follow the directions of the staff member directing traffic in the parking lot. After dropping off or picking up, CAREFULLY move to the left lane to exit the parking lot. Do not drop off or pick up your student from the far left lane. Students will enter and exit at Door #16 (formerly Door #3)

- Plan the time you pick up your child so that you arrive between 3:30 and 3:35 p.m. This helps avoid congestion in the parking lot.
- **DO NOT** leave your vehicle while in the drop-off/pickup lanes. If you plan to leave your car, pull into a parking space.
• Some cars may need to leave before the bell rings. Please do not block them in.
• Please keep our parking lot and bus area safe: Drive slowly and refrain from using your cell phone.
• Please do not drop off or pick up your children at our loading dock doors. There are no railings on the stairs and the area presents a hazard for children.
• Students must leave the building after school unless enrolled in an after-school activity. Please call the school office if you are running late to pick up your child; he or she will be waiting for you in the school office.
• Parents who wish to avoid congestion in the school parking lot may drop off and pick up their children outside of the fifth grade wing on 36th Avenue, or in the Elmwood Church parking lot at 3615 Chelmsford Road NE. The custodial staff will clear a path through the snow.
• Please do not park your car in the bus area in front of the school. It creates a safety hazard for children and buses.
• Do not park or stop in the “No Parking” area on Highcrest near the crosswalk. It creates a safety hazard for walkers and the school patrol.
• Crossing guards will assist children crossing the exit from the parking lot, at the crosswalk on Highcrest Road and at the stoplight on 37th Ave. NE. Vehicles must stop when crossing guards have their flags down. Violations will be reported to the St. Anthony Police Department.

The safety of our students at Wilshire Park is our highest priority. Thank you in advance for your understanding and your support in following the school safety protocols.

**Busing Procedures**

We encourage children who will be riding the bus to use bus transportation starting on the first day of school. This helps children and bus drivers become familiar with bus routes and bus stops. Please be patient the first week of school as everybody learns what to do; routes will take longer the first few days of
school. The second week of school becomes much smoother.

At Meet and Greet, your teacher will have a transportation form for you to fill out so the teacher can direct students to the right bus line, parent pickup line or childcare.

Until a routine is established, children may become confused. If your child's schedule is different on specific days of the week, please make a note of it. Please communicate in advance with the office staff AND your child’s teacher regarding any changes to your child’s regular schedule.

Please refer to the District School Bus information in this booklet for specific information regarding transportation (beginning on page 39).

**After School Change in Plans**

Whenever possible, send an email to the office staff AND your child’s teacher before noon regarding any changes in your child’s after school bus or pick-up schedule. If your child is enrolled in an after-school class through St. Anthony Community Services, it is the parent's/guardian’s responsibility to notify the classroom teacher of the dates and location of the class. Emergency messages or changes in plans about how your child will be going home from school should be directed to the office as teachers may not receive your phone message or email on time or a substitute may be teaching in the classroom that day. However, the office is also quite busy at the end of the school day, so messages received late in the day may not be received in time to be communicated to your child.

Please remember to notify your child care provider if your child is ill or your plans change. We occasionally receive calls after school from Village Kids School-Age Care, Nativity Child and Family Center, etc. looking for children whom they expected to attend. Save all of us some anxious moments! We want to know that our children are safe.

Arranging play dates is not an emergency and must be arranged ahead of time. Please send a note or an email to your child’s teacher with any change in after-school plans. If communicating
the info by email, please notify the office as well, in case the teacher is gone that day.

Students are not allowed to ride a different bus than the bus they are registered for. If another adult is picking up your child, please make sure that this person is listed in Infinite Campus as an emergency contact.

**School Age Care at Wilshire Park—Village Kids**
- Before School Care at Wilshire Park is available from 6:30 a.m. until the school day begins. Breakfast can be purchased using your child’s district meal account.
- After School Care is available at Wilshire Park from school dismissal until 6:00 p.m. An afternoon snack is offered.
- Non-School Child Care is open from 6:30 a.m. to 6:00 p.m. The registration deadline is two weeks prior to the non-school day.
- Register online at www.isd282.org/cs
- Contact Bethany Snyder at bsnyder@stanthony.k12.mn.us with questions.

**Abandoned Student**
Parents are responsible to either arrange for their child to ride the bus or for the child to be picked up when the school day is over at 3:35 p.m. Any child remaining at school after 3:35 p.m. is termed a late pick-up. Remaining at school after all other students have left for the day is distressing for a child. Young children should not go home to an empty house and the bus driver may bring a child in need of supervision because of age or special needs back to school if no one is home to let the child into the house.

If you know you will be late to pick up your child, please call a friend, if possible, to make arrangements for them to pick up your child at the 3:35 p.m. dismissal time. This person should be prepared to show picture identification to school staff. Please inform the school who will be picking up your child. In the case of car malfunction, traffic jam, snow storm, minor traffic accident or other unavoidable detention, it is expected that the parent will call the school by 3:55 p.m. In the meantime, the school staff will make repeated efforts to reach the parent(s) and other contacts.
listed on the health/emergency information form and establish a pickup time, when possible.

If the school does not hear from you by 4:10 p.m. at the latest, an emergency situation will be assumed. In the event of sudden illness, serious accident, hospitalization, etc., and no communication or pickup time has been established between the parents or emergency contacts by 4:10 p.m., an emergency plan will be implemented. The St. Anthony Police Department will be called to transport the child to a shelter.

**ABSENCE AND TARDY INFORMATION**

Attendance Line—612-706-1240
OR email hsiggelkow@stanthony.k12.mn.us

**Attendance**

Regular school attendance benefits your child both academically and socially. Minnesota law requires children to attend school every day from the time they are enrolled until they are eighteen years old, unless legally withdrawn by parent(s) or guardian(s) at age seventeen or older. Absences may be excused due to illness, religious observance, family emergency, or funeral. All other absences are presumed unexcused. The school is obligated to report excessive unexcused absences to the county attorney.

To be considered an excused absence, the student’s parent or legal guardian, must notify the school office of the reason for the student’s absence from school. In instances where students have excessive tardies or absences, the School District may require that absences for medical reasons be verified by a medical professional.

We encourage you to schedule family vacations to coincide with school holidays and to make medical or dental appointments outside of school hours whenever possible.

**Absences**

Please inform us by 8:45 a.m. if your child is going to be absent or late for school. You are encouraged to call the Attendance Line during the night or early morning hours at 612-706-1204.
and leave a message each day of your child’s absence. **You may also send an e-mail to:** hsiggelkow@stanthony.k12.mn.us Let us know the reason for your child’s absence. If we do not hear from you, we will contact you to be sure of your child's safety.

**Illness**
Although we value your child’s regular attendance at school, we recognize the importance of keeping your child home when he or she is ill. Your child will recover more quickly with rest and the risk of spreading illness will be contained.

**Tardy**
Our emphasis is on reducing tardiness. Please ensure that your child is here on time in the morning, arriving between 8:55 and 9:00 a.m. A student is considered tardy when he or she arrives after the final 9:05 a.m. bell in the morning. Teachers submit their attendance online at 9:05 a.m. If your child arrives after the 9:05 a.m. bell rings, please come with your child to the office to sign in and order your child’s lunch.

Children who are gone for part of the school day or who leave school early will be marked tardy or absent for a portion of the school day.

**Leaving During the School Day**
We strongly encourage you to make appointments for your child on non-school days or outside of school hours. Students who arrive to the classroom late or leave early create a distraction to their classmates.

If you are picking up your child during the school day, please come to the office, sign out your child and one of the office personnel will call the classroom and ask your child to meet you in the office. Please e-mail or send a note to the office with your child informing us of the upcoming appointment. The time your child is gone will be reported as a partial-day absence.

**Family Trips and Vacations**

**Anticipated absences of 3 or more days (pre-approved):**
The intent of this type of absence is to provide an opportunity for students to accompany their parents/guardians on a vacation that
cannot be scheduled when school is not in session. Vacations taken during school days fall within the excused category if the vacation has been pre-approved by the principal. To obtain a pre-approval, please communicate to your child's teacher and to Helen in the School Office (612.706.1206) about your child's extended absence at least one week in advance of the absence. When considering the approval or denial of anticipated absences, administrators consider the student's previous attendance records as well as their current level of academic concern. Because the interaction that takes place in the classroom can never be duplicated through make-up work, we strongly encourage students to take vacations during days when school is not in session. The parent is to work with their child to complete any missed assignments in a timely manner when they return from the trip.

**TESTING INFORMATION**

**Please be Present During Testing**

If you are the parent of a 3rd, 4th or 5th grader, please make every effort to have your child in school the days that the Minnesota Comprehensive Assessments (MCA’s) are given in the spring. Testing dates will be announced at the beginning of the school year.

**Student Participation in Statewide Assessments**

Minnesota Statutes, section 120B.31, subdivision 4a. Student Participation requires MDE to publish a form for parents/guardians to complete if they refuse to have their student participate in state-required standardized assessments. The Parent/Guardian Guide to Statewide Testing document provides some basic information to help parents/guardians make informed decisions that benefit their child and their school and community. Further information and the form to meet this legislative requirement is available beginning on page 54.

**THE SCHOOL DAY**

**Classroom Assignments**

Classroom Assignments are made with careful consideration of
children’s learning styles, recommendations of previous teachers and input from parents during the previous school year. Unless there is an extreme need or emergency situation, we will not transfer students from one class to another.

Curriculum
All students learn the basic subjects of math, language arts, science and social studies, plus instruction in music, physical education, media, basic skills, STEM (Science, Technology, Engineering and Math), art, guidance, health/prevention and safety. Curriculum is enriched through field trips, artists-in-residence, community resources, volunteers and special school programs. We have specialists in many areas to enhance our curriculum. An overview of what children will be learning at each grade level is available on the school district website: www.stanthony.k12.mn.us and by clicking on “Wilshire Park”

Special education services are available to any student who qualifies for this type of service. Instructional Assistants also provide individual and small group support to students.

Professional Qualifications of Teachers: Parent Right to Know
Upon request by a parent/guardian, the school district will provide information regarding the professional qualifications of your child’s classroom teacher(s), including, at a minimum, the following:

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 licensing 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 certification and degree;
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with informa-
tion as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who is not highly qualified.

**Online Report Cards through Infinite Campus Parent Portal**

Report cards will be available online through your Infinite Campus Parent Portal after the first semester ends in late January and for second semester on the last day of school. You will also be able to check online for your child’s progress reports after quarters 1 and 3. An email notification will be sent letting you know that the report card is available to view through your parent portal. Paper report cards will no longer be sent home. If you do not have email access, parents/guardians can request a paper copy of their child’s report card from the office.

Specialist grades (physical education, music, art, band, and media, etc.) are included on the child’s report card at the end of each semester. Report cards align with the Minnesota State Standards. The codes on the report card reflect what is expected of students at the end of each marking period.

**Field Trips**

The purpose of field trips is to provide learning experiences for students in a non-school setting. Field trips are tied directly to the Minnesota State Standards. All field trips are pre-approved by the school principal. Of primary concern is the safety and well being of students when away from the school building.

Wilshire Park Elementary School has policies and procedures governing the number of adults asked to serve as chaperones on field trips. These guidelines will be flexible and will depend on the specific field trip, the ages of the children and the number of people who can be
accommodated on the bus and at the field trip site.

Other factors may include the cost of the activity and the fee charged per participant. Field trip fees include the cost of the activity, the cost of the bus and sometimes miscellaneous other charges. Every attempt is made to balance the cost of field trips with field trip fees collected. Field trip scholarships are available by notifying your child’s teacher or the school office.

Individual classroom teachers will determine how many parents will be asked to chaperone a specific field trip. For safety reasons, more adults may be needed to supervise certain field trips, particularly those involving younger children. But when traveling to a relatively safe environment with older children, fewer adults may be needed. If more people apply to chaperone than are needed, names will be drawn.

Field trips are an opportunity for students to be with classmates and teachers as part of a learning experience. School field trips are not meant to be, or take the place of, family activities. Children need opportunities for independence from parents. (Part of the fun is relating the experience to parents and family). All field trip chaperones must fill out the “Wilshire Park Volunteer Program Application and Registration” form each school year prior to accompanying any field trip. Please note that a guide as to what particular questions are to be answered is located on the back side of the registration form.

When volunteering to serve as chaperones on field trips, parents agree to abide by the teacher’s guidelines. These guidelines will be explained to chaperones and students the day of the field trip. Siblings are not allowed on field trips. Questions about specific field trips should be directed to the teacher in charge.

We thank you for your interest in and your commitment to providing the best possible environment for students when participating in these valuable field trips.

Bag lunches are available for field trips which extend over lunch time. Teachers will send a “Bag Lunch Order Form” home with field trip information. Bag lunches must be ordered at least one
week before the field trip and are deducted from the lunch account. Children may bring their own bag lunch from home.

VISITORS AT SCHOOL

We welcome visitors to Wilshire Park. As a security precaution, all doors to the school are locked during the school day. Teachers and students have been instructed not to open doors for others during the school day.

Beginning in September 2018, parents and visitors to Wilshire Park, St. Anthony Middle School and St. Anthony High School will notice two changes: new secured entrances and a visitor management system.

Secure Entrance:

All parents and visitors to Wilshire Park will enter the building through Door #1, the main entrance, which directs you into the school office.

Visitor Management System

A visitor management system is now in use at the elementary and secondary buildings to increase safety for students and staff. The visitor management system will help us know who is in our buildings at all times. This system will screen all visitors - parents, contractors, and volunteers - who enter our schools and provide us with a safer environment for our students and staff.

Entrance Procedure:

1. Upon entering the elementary or secondary building, all visitors will present a government-issued identification such as a Driver’s License or State ID, which can either be scanned or manually entered into the system. If a parent or guardian does not have a government-issued identification, the school staff member can use any form of identification and manually enter the person’s name into the visitor management system.
2. The visitor management system checks the visitor’s name and date of birth for comparison with a national database of registered sex offenders. The system will check to ensure that registered sex offenders are not entering our school buildings without our knowledge.
• The registered sex offender database is the only official database checked by the visitor management system.
• No other data from the identification is gathered or recorded and the information is not shared with any outside agency.

3. Once entry is approved, a badge will be printed identifying the visitor, the date, and the purpose of his/her visit.

The safety of our students is our highest priority. Thank you in advance for your understanding and your support in enhancing the school safety protocols in our district.

All visitors, including volunteers, must check in and out in the school office and must wear an identification badge while they are in the building.

Classroom Visits
As much as we would like to accommodate your schedule, we ask that you please pre-arrange classroom visits with your child’s teacher. If a visit has not been pre-arranged, office staff will call the teacher when you arrive to find out if it is a convenient time for you to visit. Brief visits are usually best.

Pet Guidelines
In striving to achieve and keep quality indoor air conditions, household pets should not be present in the school buildings unless it serves a curriculum purpose. Many staff, students and community members suffer from allergies and we need to keep our environment as safe as possible for these individuals. Permission is required from the principal prior to any visit by pets. Dogs must be on a leash; all other animals must be in a carrier. Pet owner must directly supervise the pet at all times.

COMMUNICATIONS
Parent Communication/Blackboard Connect Notifications
School and district related announcements are sent by email or by the Blackboard Connect Notification Service which allows us to send you telephone, text and/or e-mail messages providing important information about school re-
lated events or emergencies. Information may be posted on the school website. Please make sure your email address is listed correctly in Infinite Campus or notify the office for assistance. Families who do not have e-mail access may notify the school office to request information to be sent home. Contact Cindy Ridge in the Wilshire Park office at 612-706-1200 or cridge@stanthony.k12.mn.us

Flyer Distribution
Non-school related flyers are not sent home with students but instead will be made available to parents in the school office and or by link on the school website. Parents may also call the school office to request that a flyer be sent home. Currently available flyers will be listed in email communications to parent/guardians.

Other Communication
It is important to a child’s success in school that he or she sees their parents or guardians and their teachers working together for their benefit. We encourage parents and guardians to email or call whenever they have something to communicate to their child’s teacher. Staff members and their contact information are listed on the school website.

Parent-Teacher Conferences
Parent-teacher conferences will be scheduled with all families in October. During these conferences, parents and teachers discuss the child’s school progress and goals. Parent-teacher conference times are in 15 minute increments between 3:45-7:45 p.m. on the following dates: Tuesday, October 9, Thursday, October 11, and Tuesday, October 16. You will be notified when online access to conference sign-up is available.

Due to the limited number of timeslots, teachers offer one 15 minute conference time per student. If your child has parents from two households, please schedule one conference time for both parents to attend. If an exception needs to be made, please contact your child’s teacher.

If you have more than one child, please do not schedule your children’s conferences “back-to-back”; you will need time to walk to
the next classroom.

Optional Parent-Teacher Conferences will be held on Thursday, February 7th from 3:45-7:45 p.m. Optional conferences are scheduled at the request of the teacher.

**Interpreter:** If you wish to have an interpreter for your child’s conference, please notify your child’s teacher and/or the school office at least one week ahead of time.

**Intérprete:** Si desea tener un intérprete para la conferencia de su hijo(a), por favor notifique al maestro de su hijo(a) y/o a la oficina de la escuela al menos una semana antes de tiempo.

**Emergency Weather Information and Notifications**

The St. Anthony-New Brighton School District has implemented the Blackboard Connect Notification Service which allows us to send you telephone, text and/or e-mail messages providing important information about school related events or emergencies. Blackboard Connect will be used to notify families about school delays or cancellations due to inclement weather and school-related events or emergencies. It is important that you keep your contact information updated in your Infinite Campus parent portal to receive these notifications.

The school district monitors weather and road conditions using a variety of sources and, ultimately, makes a decision to hold or cancel school based on student safety. The decision to hold or cancel school may differ from neighboring districts because the National Weather Service and other sources provide information regarding localized weather and road conditions. Parents and guardians are encouraged to use their judgment to determine what conditions are safe for their child.

School cancellations are typically determined by 6:00 a.m. and announced through our parent notification system, website, Wils-shire Park main phone line as the outgoing message, and local media outlets—WCCO Channel 4, KMSP Channel 9, and KARE Channel 11.
Evacuation/Reunification Plan

In the event of an incident that requires students and staff to evacuate the building, Wilshire Park has established a Relocation/Reunification Area that is safe and secure for parents and/or guardians to pick up their child(ren).

For reunification, these steps will be followed:

- Parents will be notified via “BlackBoard Connect”, our emergency notification system.
- Only parents, guardians or emergency contacts will be allowed to pick up students from the Evacuation Center (The evacuation location will be announced through the emergency notification system).
- Parents, guardians, emergency contacts will report to the Evacuation Center. Signs will be posted and staff available to direct people to the Reunification Area.
- Upon filling out a Student/Parent Reunification form and showing picture ID, a runner (staff member) will retrieve your child and escort him or her to the Reunification Area.
- Parents, guardians, or emergency contacts will be asked to sign a form indicating he or she picked up the child. The time and destination will be recorded.

PARENT INVOLVEMENT

Wilshire Park Parents Association

The Wilshire Park Parents Association (WPPA) is very supportive of educational programs for children and teachers. You are welcome to attend meetings and your participation in WPPA sponsored activities is welcome. Further information will be sent via email or WPPA’s Facebook page.

Volunteer Program

Volunteers are very important to the staff and students of the Wilshire Park
community. It is your decision as to how you wish to participate. Our Volunteer Program is a great success due to our volunteer coordinator, great parents and community support. If you can serve again this year or join us for the first time, your assistance is needed and appreciated. Grandparents and community members are also welcome to volunteer.

If you can’t volunteer during the school day, let us know if you can volunteer on evenings or weekends. Contact Jolene Hodson, our volunteer coordinator, jhodson@stanthony.k12.mn.us or at 612-706-1267.

A “Volunteer Application/Registration Form” is available on the school website along with the “Back to School” information. You may also request one from the school office or volunteer office. Volunteers are registered through our volunteer coordinator and wear specific badges which earmark them as Wilshire Park Volunteers. Volunteers must check in at the Wilshire Park main office.

**SCHOOL BREAKFAST & LUNCH PROGRAM**

The St. Anthony-New Brighton School District contracts with Roseville Area Schools to provide management, training and support for the school food service program. For information on your child’s lunch account balance, please call Lisa Amundsen, Nutrition Manager, at Wilshire Park at 612-706-1207.

**Breakfast at School**

Wilshire Park has a Breakfast “Grab and Go” program. Students who wish to participate will go directly to the cafeteria as they arrive at school to pick up a “Grab and Go” bag which they will take to their classroom. Breakfast is free for ALL kindergarten students and students in grades 1-5 who are on either the Free OR Reduced lunch program. Students in grades 1-5 who do not participate in the Free/Reduced lunch program will have $2.00 de-
ducted from their lunch accounts if they take a school breakfast. Breakfast will include milk, fruit and a whole grain option. Please talk with your child, especially if your child's lunch account will have $2.00 deducted, so that your child knows whether or not you wish them to take a “Grab and Go” bag. You may also send a nutritious snack to be eaten when your child arrives at school as an alternative to purchasing a breakfast. The breakfast menu will be printed on the reverse side of the monthly lunch menu and will also be available on the school website.

**Lunch at School**

Each day Wilshire Park students can choose from two featured entrée selections or salad bar. A WowButter (peanut-free spread) and jelly sandwich is available as a choice on Mondays, Wednesdays and Fridays. All meals are nutritionally balanced by USDA guidelines.

The menu is sent home monthly and may also be accessed on the school district website: [www.stanthony.k12.mn.us](http://www.stanthony.k12.mn.us).

- **Lunch prices for the 2018-19 school year are $2.75 for students including milk.** Adult lunch prices are $4.00. Milk is 55¢ when purchased separately.
- To set up a lunch account, please send a check to school for any amount (example: $27.50 would pay for ten lunches for one child). **Please make checks payable to “Independent School District #282” or “Wilshire Park”**.
- Please clearly mark your envelope with your child’s name and "Lunch Account."
- Please write your child’s first and last name and PIN number on the memo line of your check to ensure that funds are properly deposited.
- Initial payments on your account can be made in the cafeteria at **Meet and Greet**, or to save waiting in line, you can stop by the Wilshire Park office or mail your payment any time before school starts or use the PayPAMS system (PayPAMS.com).
- When your child’s account begins to indicate a low balance,
the cashier will send a notice home with your child.

- If the family account is not brought current or payment arrangements have not been made, the family account will be closed and the family will be asked to send a bag lunch from home.
- Students may bring a lunch from home at any time. Milk is available for 55¢ and is deducted from your family lunch account.
- Food and drink may not leave the cafeteria.
- Students may not order food to be delivered at school.
- Bag lunches are available for field trips when the student will be gone during lunch time. Teachers will send a “Bag Lunch Order Form” home with field trip information. Bag lunches must be ordered at least one week before the field trip and are deducted from the lunch account.
- If your child has a milk allergy, please bring a doctor’s note to the school office. Lactose-free milk will be substituted for milk at lunch time only.
- You may call the Wilshire Park kitchen at 612-706-1207 if you have questions regarding school lunches or would like to check your lunch account balance.

**Free or Reduced Cost Meals**

The application for Free and Reduced priced meals is available online on the school website under “Student Nutrition.” The process is safe, secure, private and accessible 24 hours a day. If you feel your family may qualify for free or reduced school lunch based on family income, please complete the online form or contact the school office for a paper application form. You may also apply for Free or Reduced Lunch for a foster child. All information will remain confidential.

We encourage you to apply if you think your family may be eligible for free or reduced school lunch. It may help the school qualify for special grants, state or federal funding.

**PayPAMS (Parent Account Management System)**

is an online account management system that you may use to ac-
cess your child’s lunch account information. You may:

- **Pay for meals on-line or by phone** (There is a service fee to use the pay by credit card on-line per child entered on the PayPams website. There is no fee to view purchases and balance).
  
  ~ Log onto [www.paypams.com](http://www.paypams.com) ~ or call: 1-877-726-7586 and follow the directions.

- **Monitor what your student purchases each day.**
- **View the nutritional analysis of the daily menu.**

◊ Your student may also deposit money into his/her account by dropping off a check (made out to Wilshire Park) or cash in a well-marked envelope to your child’s teacher by 9:05 a.m. Please clearly mark your envelope with your child’s first and last name and “Lunch Account.” Write your child’s first and last name on the memo line of your check to ensure that funds are properly deposited.

Any comments or questions relating to the food service program may be directed to Lisa Amundsen, Wilshire Park Nutrition Manager at 612.706.1207.

**Cafeteria Behavior**

Lunchroom supervisors are on duty to encourage children to eat their lunch in a timely manner and to promote positive social interaction among students. A student’s lunch period is 25-30 minutes long. Classes come to the lunchroom at two-minute intervals to avoid long lunch lines. Children sit at tables with others from their classroom. During this time it is expected that children will:

- Talk quietly with others at their table.
- Eat only the food on their own plate or in their own lunchbox.
- Raise their hand to get the supervisor’s attention if they need something.
- Use appropriate mealtime behavior.

**Snack Break**

Each classroom will have a snack break scheduled during the school day. Children may bring a nutritious snack from home. Milk is no longer available at Snack Break.
**Bringing Food From Home**

Parents and guardians are encouraged to send nutritious meals and snacks to school with their child. Please, no soda pop.

**Classroom/Birthday Treats: Health & Wellness**

There are federal mandates regarding food consumed at school. In an effort to help our students live a healthy life and make good choices about the food they eat, non-nutritious foods or beverages cannot be used as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan). Due to concerns about food safety, allergies and nutrition, **food and beverages cannot be part of student birthday celebrations**. If you would like to celebrate your child’s birthday at school, you may consider the following non-food options:

- Bring in a new book or game for the classroom to share.
- Bring a favorite book from home for the teacher to read to the class.
- Create a poster where each student will write a nice note to the student to take home with them.
- Contact the teacher to help organize a craft project or favorite game for the special day.

An information sheet about this Health and Wellness Policy #533 will be on your child’s desk at Meet and Greet. The complete policy is printed on the district’s website.

**Playground/Recess Information**

Playground supervisors are on duty during lunch recess to monitor student behavior. Every attempt is made to assure safe play time for the students. Rules have been established to help maintain a safer environment:

- Students are to be respectful of one another: putdowns, pushing, tackling, teasing, pulling, or fighting will not be tolerated.
- Students are to include anyone who wishes to play. Exclusion is hurtful. If students bring their own balls from home, please share with those interested in playing.
- Any balls which go into the street are to be retrieved by an adult.
• Students are expected to respond when their class whistle is blown.
• The hill on the west side of the playground is off limits.
• Stay away from the street.
• Wood chips under the playground equipment are to remain on the ground.
• Play on playground equipment safely. No tree climbing; no climbing or jumping from tall equipment.
• Students are to slide DOWN the slides only. There are ladders to get up to the landings.
• Bats and hard baseballs can be dangerous and are not allowed on the playground. We encourage students who wish to play catch to bring tennis balls and gloves.
• Leave the following items at home: roller blades, skateboards, scooters, electronic toys, makeup, etc.
• Snow should remain on the ground; there is no ice or snow-ball throwing.
• Don’t leave playground without supervisor’s permission.

**Indoor Recess**
Most days children will play outside during lunch recess. Students should dress properly for the day’s weather. In cold weather, gloves, boots, hats, and snowpants are essential. If the weather conditions are questionable we will check the local weather at about 11:00 a.m. In general, if it is raining, or the temperature is more than ten degrees below zero, we stay inside. However, if the sun is warm with no wind, we may go outside. When the windchill is more than ten degrees below zero, recess is usually indoors.

Whether or not to have indoor recess is also dependent on the age of the students. If possible, fourth and fifth graders will go outside at lunch recess during inclement weather because this is their only opportunity to be outdoors.

**Doctor’s Note Required to Stay in From Recess**
Children are expected to participate in regular school activities including physical education and recess. If your child has an injury or a temporary health concern, a note from your child’s doctor is required for your child to stay in from recess.
BEHAVIOR EXPECTATIONS

Wilshire Park Students have Panda Pride!

Students are expected to know and follow these three expectations:

Be RESPECTFUL,
Be RESPONSIBLE, and
Be READY!

A safe, orderly, positive environment is important at Wilshire Park. Each teacher establishes classroom rules, procedures, and incentives/reinforcements related to behavior. Building-wide rules follow Panda Pride expectations and include:

- Responsible behavior for learning
- Show self-control and respect for others by not hurting them on the inside or outside.
- Show respect for property by caring for things belonging to you and to others.
- Follow directions from all school staff.
- Walk quietly in halls; wait quietly in bus lines.
- Hats or hoods are not to be worn in school. Hats are allowed on the end-of-quarter days or spirit days as announced by the school.

Restorative Practices

Wilshire Park utilizes a Restorative Practices philosophy when approaching student discipline. The cornerstone of this philosophy and the Wilshire Park mission includes creating strong relationships with students. When meaningful relationships are in place, there is a decrease in the need for traditional disciplinary methods such as consequences. However, if consequences are appropriate, Wilshire Park staff will follow the guidelines outlined in the “Student Rights and Responsibilities” document. This information was given to each child at Meet and Greet and may also be found on each of the school websites at www.stanthony.k12.mn.us or may be requested from the school office.

Consequences for violations of building and classroom rules will be as logical and natural as possible. Our objective is to teach appro-
ropriate behavior and to recognize accomplishments to enhance self-esteem. Parents are involved in our discipline procedures so they are well informed about their child. The Wilshire Park Behavior Plan will be on your child’s desk at Meet and Greet for parents to read and review with their child.

**Student Dress and Appearance**
It is the policy of this school district to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student’s parent(s) or guardian(s).

**Appropriate clothing includes:**
- Clothing appropriate to the weather.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (i.e. physical education or the classroom).

**Inappropriate clothing includes, but is not limited to, the following:**
- Clothing that is not in keeping with community standards.
- Flip-flops are a safety concern and are not appropriate for physical education classes or on the playground.
- Hats and hoods are not allowed in the building except with the approval of the building principal (i.e. student undergoing chemotherapy; medical situations). Hoodies are to be worn with the hood down while indoors.
- See Policy Number 504 for other examples of inappropriate clothing.

**Cell Phones and Electronic Devices: Responsible Use**
Cellular phones and other personal electronic devices shall remain silent and be kept out of sight during instructional time. Students shall not use any electronic device that in any way disrupts or detracts from the educational environment. Accessing inappropriate material, on a school bus, or at a school activity shall result in disciplinary action. Parents are encouraged to monitor and/or restrict cellular internet access for students.
**Wilshire Park Elementary Discipline Plan**

Philosophy: All Wilshire Park Elementary students are expected to conduct themselves in a respectful manner towards themselves, others, and objects. Students who do not follow respectful panda pride expectations may need to receive consequences and interventions. Students who are referred to the office will be required to complete a processing form. Some possible consequences for negative behavior may include:

- Written notification to parent/guardian using Behavior Report Form;
- Phone conference with parent/guardian;
- Loss of privileges;
- Goal conference with parent/guardian;
- Behavior plan;
- In-School Suspension;
- Out of School Suspension;
- Other consequences as assigned by administration.

In cases of severe misconduct, district disciplinary guidelines will be followed. Please review the “Overview of Student Rights and Responsibilities” document. This information may be found on each of the school websites at www.stanthony.k12.mn.us or may be requested from the school office. Related School Board policies are available upon request from the school offices and from the School Board link on the St. Anthony-New Brighton School District home page.

**Bullying**

Bullying means behavior by an individual student or group of students that is:

1) intimidating, threatening, abusive or harmful;
2) involves an actual or perceived imbalance of power in which the student being bullied has difficulty defending him or herself; and
3) the conduct is repeated or forms a pattern.

Bullying is also behavior that materially and substantially interferes with a student’s educational opportunities, or performance or ability to participate in school functions or activities or receive
school benefits, services, or privileges.
You or your child may report bullying that occurred on school property; at a school-sponsored activity or event off school property; on a school bus; on the way to and/or from school; on social media or through text message, during the current school year.

**Please use the Bullying Reporting Form included at the end of this booklet.** You may make a verbal report, however, providing a written report will help staff to understand and follow up on this report.

**School Weapons Policy**
Independent School District 282, St. Anthony, Minnesota prohibits all persons from possessing any weapon while in school, on school grounds, at school events or activities, upon entering or departing from school grounds or school-sponsored events or activities and on school buses or any other school vehicle.

**HEALTH INFORMATION**

**Health Office**
The school nurse is available each day to respond to student needs, talk with parents, conduct health (vision, hearing) screening, meet with staff, visit classrooms, and address individual medical concerns.

**Medications at School**
An “Authorization for Administration of Medication at School” form must be filled out annually and signed by a physician or licensed prescriber as well as the parent or guardian for all medications, prescription and non-prescription.

- A physician’s signature is required before the school nurse may administer Tylenol or any other over-the-counter medication. This policy meets the recommendations of the Minnesota Guidelines for Medication Administration. The authorization form is available from the Nurse’s Office or online on the “Health Services” section of the Wilshire Park website.

- Medications sent to school must be sent in the prescription container or original and labeled container for non-
prescription drugs and taken directly to the nurse’s office. Students may not carry medication with them in the building

**Update Emergency Contact Information**

Please remember to contact the school office if you change your address. A copy of your child’s Health and Emergency information will be on your child’s desk at Meet and Greet. Please review the information and add or correct cell phone, emergency contact numbers, etc. on your child’s emergency form. You may also update your information in your Infinite Campus Parent Portal. It is critical that we are able to reach someone in case of emergency.

**Keeping Children Home Because of Illness**

To protect other students and staff all parents should keep their child(ren) home from school or child care when the child has any of the following conditions:

- Fever - greater than 100°F within the past 24 hours (before fever reducing medications are given) or the child is not feeling well or is unable to participate in normal daily activities.
- Diarrhea within the past 24 hours.
- Vomiting within the past 24 hours.
- Rash with fever or behavior change that is undiagnosed.
- Untreated head lice.
- Eye drainage.
- Unusual color of skin, eyes, stool or urine.

Please report all suspected or diagnosed illnesses to the school.

**Common Childhood Illnesses**

**Chickenpox**

- Symptoms: Fever and skin rash that begins on the chest, back, underarms, neck and face. The rash starts out as red bumps, which turn into small blisters within several hours, and then scab over after a few days.
- Exclusion: Until day 6 after the rash began or sooner if all the blisters have dried into scabs.
Conjunctivitis

• Symptoms: Pink or red eyeball, with or without pain or redness of the eyelids, may have clear, watery eye discharge or white or yellow eye discharge (pus).

• Exclusion: Bacterial conjunctivitis with pus: exclude until child has been examined by his/her health care provider and until 24 hours after antibiotic treatment begins. Other conjunctivitis without pus: no exclusion necessary.

Head Lice

• Symptoms: Itching of the head or neck. Look for: 1) crawling lice in the hair, usually few in number; 2) eggs (nits) glued to the hair, often found behind the ears and at the back of the neck; and 3) scratch marks on the head or back of the neck at the hairline.

• Exclusion: The student will not be sent home, however, parents will be notified and treatment should occur prior to returning to school. If treatment was not completed or live lice still seen upon return to school, parents will be asked to pick up their student for treatment.

Strep Throat

• Symptoms: Sudden onset of fever, sore throat, and swollen glands. Nausea and vomiting may occur with severe cases. A rash may occur with a strep throat. This is called scarlet fever. The rash is a very fine, raised rash that may feel like sandpaper. The rash most often appears on the neck, chest, in the folds of the armpit, elbow, groin, and in the inner thigh. Later on, there may be peeling of the skin of the fingertips and toes.

• Exclusion: Until 24 hours after antibiotic treatment begins and the child is without fever for 24 hours.

Fifth Disease (Human Parvovirus B19)

Fifth Disease is a mild, common rash that occurs most often in children. The characteristic rash causes an intense redness of the cheeks (“slapped cheek”) and sometimes a lacy red rash on the trunk and limbs. Occasionally the rash may itch. The child is usually not very ill and the rash resolves in 7-10 days. However,
if the person is exposed to sunlight or heat, the rash may come back. Once a person recovers from a parvovirus infection, they develop lasting immunity and are protected against future infection. An adult who has not previously been infected with parvovirus B19 can be infected and have no symptoms or can become ill with a rash and joint pain and/or joint swelling. The joint symptoms usually go away in a week or two, but may last several months. The disease is spread by coughs or sneezes with contaminated droplets traveling into the air and another person inhales them or touches them.

Students are most contagious before the onset of the rash and are unlikely to be contagious after the rash has occurred. Therefore, students do not need to be excluded from school. The incubation period is thought to be 4-14 days.

Pregnant women (or women trying to become pregnant) and parents of children who have an impaired immune system, sickle cell anemia, or other blood disorders should consult their health care providers about the risks of this exposure.

**What Can be Done to Keep Children Healthy?**

- Handwashing is the single most important technique for preventing the spread of disease.
- Cover nose and mouth with a tissue when sneezing or coughing or cough/sneeze into elbow or sleeve.
- Proper disposal of tissues.
- Age appropriate immunizations.
- Take prescribed antibiotic for the full course of therapy.
- Teach children not to share items such as combs, brushes, hats to prevent spread of head lice.
- Notify the school nurse if your child(ren) has a communicable condition such as strep throat, chickenpox, lice, impetigo, ringworm, etc.

**Student Insurance**

St. Anthony-New Brighton schools work hard to provide a safe environment for students. The district’s Health and Safety Committee reviews concerns and suggests safe practices for schools to follow. However, despite best efforts, accidents do happen occa-
sionally. Even normal childhood activities such as playing on the playground carry a potential for injury. The district does not provide insurance coverage for accidents that may occur during the regular school day. Parents should consider this when planning their family insurance program.

**Smoke Free Environment**

All schools in the St. Anthony-New Brighton School District are smoke-free. This also includes school grounds - Wilshire Park outdoor facilities (parking lot, playground, soccer and softball fields) and high school outdoor facilities (track, football fields, baseball diamonds, tennis courts, etc.).

**SPECIAL EDUCATION & SPECIAL SERVICES INTERVENTIONS**

A parent/guardian who has concerns about their child’s academic or social/emotional progress can contact the teacher to request more information about Special Education or Special Services. Classroom teachers, assisted by the Grade-Level Facilitator, will determine if a student will require an intervention within the classroom or an intervention program such as Title I or ADSIS. If the student does not show growth despite the intervention, the teacher will meet with a group of Special Education, Intervention, and General Education staff in a Level 3 meeting. That meeting will determine if a different intervention is needed or if the student should be assessed for Special Education. Parents will be informed by the classroom teacher or other staff member throughout the process.

**GENERAL INFORMATION**

**Homework Expectation Statement**

Teachers use their professional judgment when assigning homework and consider the following:

- Relevance to state standards and district grade-level curriculum.
- Consistency with the guideline of 10 minutes per grade level.

An example of this would be: Grade 1 averaging 10 minutes per evening, grade 2 averaging 20 minutes per evening, grade 3 averaging 30 minutes per evening, grade 4 averaging 40 minutes per evening and grade 5 averaging 50 minutes per evening.
• Larger projects are periodically assigned based on standards and unit of study.

If you have questions about homework, we welcome you to communicate with your child’s teacher.

**Lost and Found**

The Lost and Found is located near the parking lot doors in the third/fourth grade hallway. Smaller items such as jewelry, watches, etc. will be held in the office. Three times a year - December, April and June - unclaimed items will be donated to charity. Please mark your child’s belongings to ensure speedy recovery if lost. We discourage children from bringing valuable or sentimental items to school for show and tell or play.

**Missing or Runaway Student**

During school hours, after a student has been listed as “present” and is now missing, the teacher will notify the office. The principal or designee will have several staff immediately search the building and grounds, including an “all call” on the public address system. The office will obtain the student’s schedule, family data and a picture of the child. If the student is not found, the school will call 911 while also calling parents. The school will provide all pertinent information to the police.

If a child is missing between home and school, the first step will be to ask the teacher about the student’s whereabouts. The next step will be to do an “all call” on the public address system. The school will ask parents for student’s route and means of transportation to and from the school. Parents will be advised to call police if the student is not located within a reasonable period of time.

**Court Orders**

In order to ensure compliance with court orders on who can visit your child while at Wilshire Park Elementary School and who your child can be released to, we need to have a copy of your legal papers on file in the office. Please be assured, we will not release your child to anyone not listed on your child’s Health and Emergency Information form without your consent.
**Bicycle, Scooter, Skateboard, In-line Skate Guidelines**

Students may ride their bicycles, scooters, skateboards or in-line skates to school although we expect that they will follow safety precautions. A student in kindergarten, grade one and two will be allowed to ride his/her bicycle, scooter, skateboard or in-line skates to and from school if one of the student’s parents (or responsible adult) accompanies the student both ways. Children are encouraged to wear the appropriate safety protection: helmet, shin pads, elbow pads, wrist pads, etc. Students must walk their bicycles, scooters and skateboards once they are on school property and lock them in the bike rack. Students are not to ride scooters, skateboards or in-line skates in the hallways. The school will not be liable in regard to safety issues and for stolen or damaged bicycles or other equipment while at school.

**Withdrawal From Wilshire Park**

Wilshire Park will automatically release educational records upon your child’s transfer or enrollment to a new school when we receive the request for records from your child’s new school.

**Parent Questions/Concerns**

Please call with questions any time. If a discussion with the principal is desired, please try to make an appointment to assure a proper time frame. If parents have a concern about an individual teacher’s procedures, please express the concerns initially with the teacher. Contacting the principal is appropriate if satisfactory resolution is not obtained through discussion with the teacher. We want and need to hear your suggestions and input.

**DATA PRIVACY**

For more information about Data Privacy, refer to the District Overview of Student Rights and Responsibilities document.
INTERNET ACCEPTABLE USE AGREEMENT

Students, parent/guardian and supervising teacher will be asked to sign an internet use agreement at the beginning of each school year for their student(s). The agreement, along with a signature sheet, will be on your child’s desk at Meet and Greet. The signature sheet should be returned to your child’s teacher with student and parent/guardian signature. For more information about the Internet Acceptable Use Policy, refer to the District Overview of Student Rights and Responsibilities document.

ST. ANTHONY-NEW BRIGHTON PUBLIC SCHOOLS
STUDENT TRANSPORTATION INFORMATION

St. Anthony-New Brighton School District 282 is committed to providing safe, reliable and efficient school bus transportation for students residing within the boundaries of the school district. The State of Minnesota currently requires that only those students living more than two miles from school be transported to and from school. However, the District generally provides transportation to resident students regardless of distance as a result of hazardous street crossings.

The following information explains the services provided and how the District complies with laws and rules that pertain to school bus transportation.

BUS INFORMATION FOR 2018-19:
The St. Anthony-New Brighton School District contracts with Metropolitan Transportation Network. Your child’s bus number, stop location and times will be in your Infinite Campus Portal when routes are finalized in mid-August. A transportation registration form must be turned in at the school office prior to each school year if you wish to have your child to ride the bus. If we don’t receive the transportation form, your child will not be
registered for a bus route. **If you have questions, please contact our district Transportation Director, Todd Niklaus at 612.706.1117 or tniklaus@stanthony.k12.mn.us**

The phone number for our bus company, Metropolitan Transportation Network is 763-571-1541. (Please put the phone number of the bus company in your contacts).

**Transportation Guidelines for Resident Students:**
- Resident families are provided free bus transportation.
- **Designated Walking Area:** Students in grades K-12, who reside in the neighborhood south of 37th Avenue, east of Silver Lake Road, west of Highcrest Road and north of 33rd Avenue, will be walkers. This neighborhood does not contain hazards.
- Students in grades 1-12, outside of the designated walking area, may walk up to two blocks and kindergarteners may walk up to one block to a bus stop. These parameters are for students who reside in a neighborhood in St. Anthony and New Brighton which contains a designated hazard including north of 37th Avenue, west of Silver Lake Road, and south of 33rd Avenue.
- Elementary school students can register for a bus stop in the morning and a different stop in the afternoon. The bus stop must be used consistently Monday through Friday.

**Transportation Guidelines for Non Resident Students:**
- Non-resident families who live within the designated transportation area and register for bus transportation will be mailed an invoice with an annual fee of $300 (if they do not qualify for a special program).
- Non-resident families can choose to transport their child to a bus stop in the boundaries of St. Anthony-New Brighton School District and not pay a fee.

**General Bus Information**
**Bus Routes:**
Bus routes are arranged according to geographic area and stops are assigned from 1 to 3 blocks of a student’s home whenever possible. State guidelines recommend that no student ride the bus
more than one (1) hour each way, every day. The bus routes and/or stops may change from year to year based on student population.

**Bus Stops**

It is the intent of the District to implement corner and intersection bus stops, whenever possible, for all students. The designated area that students wait for the bus must be within a bus length to the corner (approximately 40 feet). The bus driver will designate this area to the students after the first day. This may change during the year. Stopping at corners or intersections is safer due to the expectations of traffic. When a bus stops mid-block it can be confusing to motorists. Motorists anticipate the bus will stop or yield at corners and intersections. Stops at intersections also provide the driver or substitute driver a landmark to identify prior to making the stop so the eight-lamp system can be properly activated to warn the public. This also allows the driver to scan the area for students when approaching the intersection.

**Bus Stop Criteria**

Corner/intersection stops will be used to the extent possible due to safety and located within one (1) to three (3) blocks of a student's home, except for kindergarten students.

- Buses serving students with disabilities may stop while using their 4-way hazard lights only at house stops where it takes an extended period of time to load and unload. At these stops the bus will pull over to the curb at the driveway and the student will not be allowed to cross the roadway. Buses will not go into the student’s driveway, unless prior approval has been given. The bus horn will not be used to announce arrival.

- Buses will not generally travel down cul-de-sacs unless the vehicle is picking up handicapped children. Backing a school bus is a dangerous maneuver. A full-sized bus needs 115 feet to safely turn and most cul-de-sacs are only 90 feet wide.

- Bus stops should be located within clear visibility for 300 feet in both directions. Stops in a residential area where
the speed limit is less than 35 mph or less may not be located within 100 feet of each other.

- Stops in or out of residential areas where the speed limit is 35 mph or greater may not be located within 300 feet of each other.
- School buses may load and unload in right-turn lanes if pre-approval has been given. Eight-way lights or 4-way hazard lights will not be used and students must not cross the road.
- There is not a fixed number of students that warrant adding or moving a stop.
- Visibility from the home to the bus stop is not part of the criteria for establishing bus stops.
- Stranger-Danger criteria are used only under documented, persisting, or current cases that public safety can verify.
- A bus driving past a student’s home does not warrant adding or changing a stop. More frequent stops can cause motorists to become impatient and drive around the bus. This creates a greater safety concern than the distance a student has to walk to the bus stop. Additional stops also increase the time children ride the bus and cost additional dollars that could be used in the classroom rather than on transportation.

**Bus Ridership:**
Students will be sent bus stop information before the start of school each year. Students must ride the bus that they are assigned and ride the same bus to and from school unless parents have notified the school of childcare arrangements. Bus route numbers will be placed in the side window of the bus. At the discretion of the bus driver, students may be assigned seats at any time.

**Bus Stop Change Requests**
Please read through the following information prior to making a route change request. If you would like to request an exception to the transportation criteria and established bus routes, please com-
plete a bus stop change request form located in your child’s school office. For your convenience you may leave the form with a staff member in the school office, mail the request to Independent School District 282, Transportation Department, 3303 33rd Avenue NE, St. Anthony, MN 55418, or send the request electronically. After each request is reviewed, someone from the Transportation Department will notify you of the decision. It may take from five (5) to seven (7) business days to process your request and contact you.

School bus drivers do not have the authority to change bus routes or student stops.

**AM Kindergarten**
Bus transportation is not provided after AM kindergarten; parent is responsible for providing mid-day transportation.

**Childcare Transportation**
To receive transportation to/from a childcare program, that program must be within the St. Anthony-New Brighton School District geographic boundaries.

**Nonpublic Students**
Minnesota Statute 123.79 requires the school district to provide equal services to nonpublic students living within St. Anthony-New Brighton School District boundaries.

**Out of District Attendance**
School District 282 resident students who are attending out of district schools outside of the District 282 boundaries will be provided transportation services free of charge to the boundary of the St. Anthony-New Brighton School District.

**School Bus Safety Guidelines and Training**
Students in kindergarten through grade six will receive school bus safety training by the end of the third week of school. Students in grades seven through ten, who have not previously had training, will receive training or bus safety instructional materials by the end of the sixth week of school. Additionally, students in grades nine and ten will receive training in the laws and proper procedures when operating a motor vehicle in the vicinity of a school.
bus. All students must demonstrate competency in seven basic areas of bus safety. Students in grades kindergarten through three must show competency by the end of the third week of school, and students in grades four through ten, the end of the sixth week of school.

Parents should also be familiar with school district rules and policies regarding transportation, and should help to make certain their children understand them. Parents are encouraged to monitor bus stops and to communicate any safety concerns to school administrators.

**Riding the school bus is a privilege!**

Transportation safety guidelines are established to help insure the safest ride possible for your student on the school bus. Riding the school bus is a privilege. Each student extended this privilege has the right to a safe, non-coercive environment on the school bus while riding to and from school. Each student has the responsibility to follow the direction of the driver and established safety guidelines. Failure to do so adversely affects the safety of all other passengers and will result in action being taken. This action may include but is not limited to assigned seats, suspension of riding privileges ranging anywhere from one day to the remainder of the school year.

The school bus driver has sole responsibility for the safety of his or her passengers and the condition of his or her vehicle. As a result, St. Anthony-New Brighton Public Schools and its transportation contractor give the driver the authority and responsibility to enforce the safety guidelines as established. Each driver is required to maintain a Commercial Driver’s License and receives training in driving skills, student management, and emergency procedures.

Following are the safety guidelines and consequences established by St. Anthony-New Brighton Schools. Questions can be directed to a building principal.

**At the bus stop:**

- Be at the bus stop 5-10 minutes before your scheduled pick-up time. The school bus driver cannot wait for late
students.

- Respect the property of others while waiting at your stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway while waiting for the bus. Wait until the bus stops before approaching the bus.
- When getting on and off the bus students should move away from danger zones. The danger zones around the bus are outlined.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal you before crossing the street.
- Fighting, harassment, intimidation, or horseplay is not allowed at bus stops.
- The use of alcohol, tobacco, or drugs is not allowed at a bus stop.

**On the bus:**

- Immediately follow the direction of the driver.
- Students should enter the bus one at a time and sit in their seat.
- Students should stay quietly seated in their own seat, facing forward, with their hands to themselves.
- Talk quietly and use appropriate language.
- Keep all parts of your body in the bus.
- Keep the aisle clear of legs, backpacks, etc. Keep your arms, legs, and belongings to yourself.
- Food and snacks are not to be eaten on the bus.
- The school bus driver must give his/her attention to driving safely, therefore, fighting, harassment, intimidation, or horseplay will not be tolerated.
- Do not throw any object.
- The use of tobacco or drugs will not be tolerated.
• Do not bring any weapons, cigarette lighters, or other dangerous objects on the bus.
• Do not damage the bus.
• Students must stay in their seats until the bus stops.

Consequences for Bus/Bus Stop Misconduct:
Consequences for school bus/bus stop misconduct will apply to all routes. Decisions regarding a student’s ability to ride the bus in connection with co-curricular and extracurricular events (for example, field trips or competitions) will be at the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges and are totally responsible for providing transportation to and from school during periods of suspension.

Wilshire Park Students (K-5)*
• First offense - bus report or behavior report.
• Second offense - parent notified.
• Third offense – 1 to 5 school-day suspension from riding the bus
• Fourth offense – goal conference with parent, student, and principal and/or administrative representative
• Further offenses – individually considered, students may be suspended for longer periods of time, including the remainder of the school year

*If the incident is severe, the consequences will be automatically moved to a higher level.
When any student goes sixty (60) transportation days without a report, the student’s consequences may start over at the first offense.

Other Discipline:
• Based on the severity of a student’s conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.
• The following are examples of serious behaviors, which
may result in an automatic suspension of riding privileges for the full school year.

• Use of tobacco, alcohol, illegal drugs, fighting, hitting, biting, or spitting.
• Threat, harm or harassment of any person(s) on the school bus.
• Possession or use of any dangerous objectives (knives, guns, lighters, etc.)
• Vandalism to the bus.
• Defying the bus driver.
• Unauthorized exit from any emergency exit.
• Throwing articles in and out of the school bus.
• No part of a student may be outside the window of the bus.

Please refer to “Student Transportation Safety Policy 709” for complete information.

St. Anthony-New Brighton Schools
Bullying Reporting Form

DEFINITION OF BULLYING:
Bullying means behavior by an individual student or group of students that is:
1) intimidating, threatening, abusive or harmful;
2) involves an actual or perceived imbalance of power in which the student being bullied has difficulty defending him or herself; and
3) the conduct is repeated or forms a pattern.

Bullying is also behavior that materially and substantially interferes with a student’s educational opportunities, or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

See Bullying Reporting form on next page.
HOW TO REPORT BULLYING:
Use this form to report bullying that occurred on school property; at a school-sponsored activity or event off school property; on a school bus; on the way to and/or from school; on social media or through text message, during the current school year. You can also make a verbal report to a staff person in your building or program. However, providing a written report will help staff to understand and follow up on this report.

CONFIDENTIALITY:
You do not have to include your name on this form. However, a staff person may want to ask more questions about this, so including your name will help them follow up on this report. If you do include your name, an effort will be made to keep your name confidential. However, depending on the situation, some information may need to be shared with others as part of the investigation of this report. Also, please note that discipline decisions cannot be made solely on anonymous reports.

About You:
Name (optional):___________________________________________
Date:________________
I am (choose one):
• Student Bystander • Parent/Guardian • Staff Member • Other:
Phone number (optional):_______________________________
Email address (optional):_______________________________

Tell Us What Happened:
Student who was harmed:___________________________________
Grade:_____
Student(s) who did harm:___________________________________
What happened:___________________________________________
________________________________________________________
________________________________________________________
________________________________________________________
When did it happen:____________________
Where did it happen:___________________
Has this happened before?    Yes    No
If yes, how often? __________________________
What kind of bullying happened? (check all that apply)
• Physical Acts such as hitting, spitting, kicking, or damaging your or another student’s possessions
• Emotional: Spreading mean rumors or lies about you or another student
• Verbal: Saying mean or hurtful things or threatening you or another student
• Cyber/Online: Occurs on website or social media, by cell phone, email or text message
• Social: Excluding you or another student from a group, telling other kids not to talk to you or another student
• Other: (Please describe)
__________________________________________________________

Did you see the event happen?   Yes   No
If no, who made this report to you?
_______________________________________________________

Did anyone else see what happened?   Yes   No
Who?__________________________________
Was an adult nearby?   Yes   No
Who?______________________________

☐ The facts stated in this report are true and correct to the best of my knowledge and belief.

Reporter Signature (optional): ______________________
Report Received by:_______________________________
Date: ______________________
School District Policy
INDEPENDENT SCHOOL DISTRICT NO. 282
HARASSMENT AND VIOLENCE REPORT FORM

General Statement of Policy Prohibiting Harassment and Violence
Independent School District No. 282 maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability is strictly prohibited. All persons are to be treated with respect and dignity. Harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by any pupil, teacher, administrator, or other school personnel, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Complainant _____________________________________________________________

Home Address __________________________________________________________

Work Address ___________________________________________________________

Home Phone _____________________ Work Phone ________________________

Date of Alleged Incident(s) ____________________________

Basis of Alleged Harassment/Violence - circle as appropriate: race \ color \ creed \ religion \ national origin \ sex \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation \ disability

Name of person you believe harassed or was violent toward you or another person or group. ___________________________________________________________

If the alleged harassment or violence was toward another person or group, identify that person or group. ___________________________________________________________

(Continued on next page)
Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.)

Where and when did the incident(s) occur?

List any witnesses that were present

This complaint is filed based on my honest belief that __________________ has harassed or has been violent to me or to another person or group. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

(Complainant Signature) ___________________________ (Date) ___________________________

Received by ___________________________ (Date) ___________________________
Claims of discrimination may also be pursued through the following agencies where appropriate:

U.S. Department of Education
Office for Civil Rights, Region V
500 W. Madison Street – Suite 1475
Chicago, IL 60661
Tel: 312-730-1560
TDD: 312-730-1609

MN Department of Human Rights
190 E 5th Street
St. Paul, MN 55101
800-657-3704
651-296-5663
TDD: 651-296-1283

For complaints of employment discrimination:

Equal Employment Opportunity Commission
330 S. 2nd Avenue
Suite 430
Minneapolis, MN 55401
800-669-4000
612-335-4040
TDD: 612-335-4045

This document provides general information and is not to be a substitute for legal advice. Changes in the law, including timelines for filing a complaint, may affect your rights.

Legal References:
34 C.F.R. Section 104.7(b) (Section 504 of the Rehabilitation Act)
34 C.F.R. Section 106.8(b) (Title IX of the Education Amendments of 1972)

Resources:
U.S. Department of Education
Office for Civil Rights, Region V
500 W. Madison Street – Suite 1475
Chicago, IL 60661
Tel: 312-730-1560
TDD: 312-730-1609

Reading Room, U.S. Department of Education, Office for Civil Rights:
http://www2.ed.gov/about/offices/list/ocr/publications.html
Parent/Guardian Guide to Statewide Testing

This document provides basic information to help parents/guardians make informed decisions that benefit their children, schools and communities.

Why statewide testing?
Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college. The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children with the education that will ensure a strong workforce and knowledgeable citizens.

Why does participation matter?
A statewide assessment is just one measure of your student’s achievement, but your student’s participation is important to understand how effectively the education at your student’s school is aligned to the academic standards.

- Students who do not participate will receive a score of “not proficient.”
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.

Academic Standards and Assessments

What are academic standards?
The Minnesota K–12 Academic Standards are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.
What is the relationship between academic statewide assessments and the academic standards?
The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)
- Based on the Minnesota Academic Standards; given annually in grades 3-8 and in high school in reading and mathematics; given annually in grades 5, 8 and in high school for science.
- Majority of students take the MCA.
- MTAS is an option for students with the most significant cognitive disabilities.

ACCESS and Alternate ACCESS for English Learners
Based on the WIDA English Language Development Standards.
Given annually to English learners in grades K–12 in reading, writing, listening and speaking.
Majority of English learners take ACCESS for ELLs.
Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.

Why are these assessments effective?
Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.
- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The reading and mathematics MCAs are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.
Because test content represents the academic standards as completely as possible, preparing for and taking the assessments uses the very same knowledge, processes and strategies included in the standards.
Are there limits on local testing?
As stated in 120B.301, for students in grades 1-6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7-12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year.
In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

What if I choose not to have my student participate?
Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student’s district may require additional information.
A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

When do students take the assessments?
Each school sets their testing schedule within the state testing window. Contact your student’s school for information on specific testing days.
- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

When do I receive my student’s results?
Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child’s progress and help guide future instruction.
How much time is spent on testing?
Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is less than 1 percent of instructional time in a school year. The assessments are not timed and students can continue working as long as they need.

Why does it seem like my student is taking more tests?
The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

Where do I get more information?
Students and families can find out more on our Statewide Testing page (education.state.mn.us > Students and Families > Statewide Testing).

Parent/Guardian Refusal for Student Participation in Statewide Assessments is printed on the following page of the student handbook.
Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student’s district may require additional information. School districts must post this form on the district website and include it in district student handbooks.
Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required each year parents/guardians wish to opt the student out of statewide assessments.

Date________________________ (This form is only applicable for the 20___ to 20____ school year.)

Student's Legal First Name_________________________________________ Student's Legal Middle Initial__________

Student's Legal Last Name_________________________________________ Student's Date of Birth__________________

Student's District/School_________________________________________ Grade__________

Please initial to indicate you have received and reviewed information about statewide testing.

_____ I received information on statewide assessments and choose to opt my student out. MDE provides a Parent/Guardian Guide to Statewide Testing on the MDE website (Students and Families > Statewide Testing).

Reason for refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

_____ MCA/MTAS Reading  _____ MCA/MTAS Science

      _____ MCA/MTAS Mathematics  _____ ACCESS or Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my student will receive a score of "not proficient" and waives the opportunity to receive a college-ready score that could save him/her time and money by not having to take remedial, non-credit courses at a Minnesota State college or university. My school and I may lose valuable information about how well my student is progressing academically. In addition, opting out may impact the school, district, and state's efforts to equitably distribute resources and support student learning.

Parent/Guardian Name (print)________________________________________

Parent/Guardian Signature________________________________________

To be completed by school or district staff only. Student ID or MARSIS Number________________