# St. Louis Park Public Schools 2022-23 School Year

# **ACT NOW:**

# Forms & Reminders to Prepare for Back to School



# **REMINDER:**

First Day of School for Grades 1-12 and Kids Place (Grades 1-5)

Tuesday, September 6

First Day of School for Kindergarten and Kids Place (Kindergarten)
Wednesday, September 7

First Day of School for ECSE Thursday, September 8

First Day of School for ECFE & EL Monday, September 12



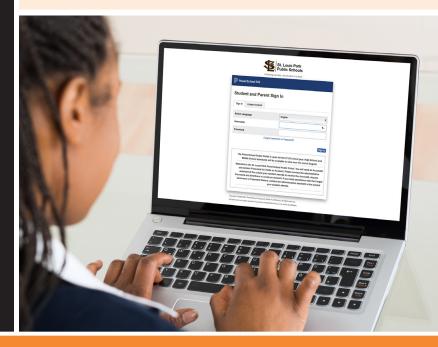
# Introduction

Welcome back to school for the 2022-23 school year. We are requesting that students and families complete the majority of the required forms for the school year electronically.

### Goals:

- Increase efficiency for families complete forms electronically with links from one communication
- Eliminate expense of printing and mailing forms
- Reduce environmental impact of paper and ink

We hope you find this helpful in preparing for the 2022-23 school year.



# SHITO HITO

# STEP 1: PowerSchool Public Portal



**WHAT:** Student information portal and access to other electronic platforms.

**WHO**: Families with students in Grades K-12

WHEN: Before September 6, 2022

**ACTION:** Create an account to access items on the remaining pages and to find certain information about your child.

As we welcome students, parents/guardians, and families for the 2022-23 school year, we are providing many of our communications electronically. Many of our systems rely on - and can be accessed through - the PowerSchool Public Portal. The PowerSchool Public Portal provides families a convenient way to access student information and to make online updates.

### **IMPORTANT NOTES:**

If you already have a PowerSchool Public Portal account, you DO NOT need a new one. All student, parent/guardian, and family information entered last year will be moved forward. BEGINNING MONDAY, AUGUST 29, we ask that you review and update your family's information in the Annual Student Update (see Step 2).

Letters will be mailed between August 22-29 to parents/guardians who NEED TO CREATE a PowerSchool Public Portal account. Parents/Guardians with a kindergarten student, those who are NEW to St. Louis Park Public Schools, and returning families who have not created an account previously will receive a letter with instructions and access information.

For the best user experience, log into the PowerSchool Public Portal on a laptop or desktop computer, versus using the PowerSchool mobile app on your smartphone.

When you have your student's information, you can go directly to the PowerSchool Public Portal at **slpschools.powerschool.com** to create an account.

If you created an account and forgot the username or password you chose, click the Forgot Username or Password link found on the PowerSchool Public Portal sign in screen. If you do not receive a reset email from PowerSchool, contact your child's school for assistance:

- Aquila Elementary School, 952-928-6500
- Park Spanish Immersion Elementary School, 952-928-6555
- Peter Hobart Elementary School, 952-928-6600
- Susan Lindgren Elementary School, 952-928-6700
- St. Louis Park Middle School, 952-928-6300
- St. Louis Park High School, 952-928-6100

Once you are logged into the PowerSchool Public Portal, move to Step 2.

2022-23 School Year

# STEP 2: Annual Student Update Form (within PowerSchool Public Portal)



WHAT: Current 2022-23 student information

WHO: Families with students in Grades K-12

WHEN: By September 30, 2022

**ACTION:** Review/update information (such as emergency contacts and health information) to be sure it is accurate for the 2022-23 school year.

Within the PowerSchool Public Portal, you will find an icon along the left column to access the Annual Student Update for your student. Here you can update important items such as the medical form and district agreements.

Parents/Guardians can only submit one annual update per student and any subsequent updates should be made by contacting the school directly.

PLEASE NOTE: If your student requires medication during the school day, **click here** to download and print the medications form for your student's doctor to complete and sign. The form must be returned to school annually for any prescription medication to be administered during the school day.

# St. Louis Park Public Schools 2022-23 School Year

い 一 つ い

# **STEP 3: Student Meal Accounts**

(access Wordware through the PowerSchool Public Portal by clicking on Smart School K-12 Food Service)



**WHAT:** Student Meal Accounts

WHO: Families with students in Grades K-12

**WHEN:** Prior to your child needing funds to make a purchase.

**ACTION:** Add funds to your child's meal account (please allow up to 24 hours for the funds to arrive in your student's account).

The USDA has determined that school meals will **NOT** be free for 2022-2023 school year. Therefore, an application for educational benefits (see next page) will need to be completed for the 2022/2023 school year to receive free or reduced meals.

Children in households participating in the Supplemental Nutrition Assistance Program (SNAP), Minnesota Family Investment Program (MFIP) or Food Distribution Program on Indian Reservations (FDPIR), and foster, homeless, migrant and runaway children can get free school meals without reporting household income (see instructions on the form). Alternatively, children can get free school meals if their household income is within the maximum income shown for their household size on the instructions.

School Nutrition will not accept cash or checks on the serving line. We are asking parents/guardians to deposit funds in the Family Meal Account. Funds can be used to purchase breakfast and Lunch and ala carte items. You will have access through your PowerSchool account to add funds for purchasing meals and ala carte items.

PowerSchool Parent Portal provides a link to each student's Wordware meal account where families can view student meal accounts and make payments online.

The School Nutrition Department cannot accept cash or checks, so online payment is the only way to add money to student meal accounts.

2022-23 School Year

# **STEP 4: Application for Educational Benefits** (access Wordware through the PowerSchool Public Portal by clicking on Smart School K-12 Food Service, then on the fork & knife icon)



**WHAT:** Apply for educational benefits to increase district funding for student services.

WHO: Families with students in Grades K-12

**WHEN:** Prior to your child needing funds to make a purchase.

**ACTION:** To receive free or reduced meals and other educational benefits and to increase district funding for student services.

Students in households that qualify for educational benefits will generate compensatory revenue for the school district from the State of Minnesota. Schools must use compensatory revenue to meet the needs of students who are behind their peers, such as remedial instruction. instructional materials including digital learning and technology, bilingual programs and additional teachers and teacher aides.

Applications for Educational Benefits can be completed electronically in the Public Portal or download a paper copy at the School Nutrition website.

Every eligible meal form equals additional dollars for St. Louis Park **Public Schools to provide students** with free or reduced:

- Advanced Placement (AP) Tests for potential college course credit
- College Application Fees
- Internet Access
- School Meals
- Sports & Activities Fees

# 6 REASONS TO COMPLETE AN -APPLICATION FOR EDUCATIONAL BENEFITS



**Internet Access** You may be eligible for discounted internet access services.



# **College Application Fees** You may receive discounted

rates on fees associated with applying for college.



# **AP Tests**

Receive reduced registration fees for AP tests.



School Funding Help maintain funding for student programs and services.



### Sports & Activities

May be able to participate in sports and acivities for free or at a discount.



### **School Meals**

Receive free or reduced prices on delicious and nutritious meals.

2022-23 School Year

# **STEP 5: Bus Information**

(See Traversa Ride 360 Instructions on Step 6)



**WHAT:** Bus Information (bus stop location and times).

**WHO**: Families with students in Grades K-8 who live within the bus eligibility area and families in grades 9-12 who live within the bus eligibility area and who opted into bus service by the August 1 deadline.

**WHEN:** Bus route information is available via Ride360 throughout the school year.

**ACTION:** View back-to-school bus information - including bus stops and times for pick-up and drop-off.

Within Traversa Ride360 students and families can <u>view bus stop information</u>, including location and morning pick-up and afternoon drop-off times. You will also receive an email with school bus route Information.

The district made several changes to bus eligibility areas. If you are unsure whether your address is within a bus eligibility area, please <u>use this link</u> to find that information.

Beginning with the 2022-23 school year **all 9th through 12th grade students** must opt-in (register) for transportation. Several metro area school districts are using this practice to ensure that transportation service is running as efficiently as possible.

The required 2022-23 Transportation Opt-In Form was due by August 1, 2022 for families with students in grades 9-12 whose address is eligible for transportation. Bus transportation will only be routed for High School students with a completed form or for newly enrolled high school students who request transportation and whose address is eligible for transportation.

The District will provide you the opportunity to add your student at the end of November and again at the end of March.

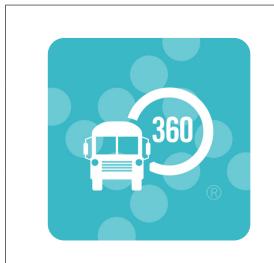
# **PLEASE NOTE:**

• Bus stops will NOT be changed from August 29 through September 23 (2 ½ weeks after the start of school). If you would like the District to review your bus stop, complete this form and the transportation department will review your request and get back to after September 23.

2022-23 School Year

# SHITTO OD

# STEP 6: Traversa Ride 360 Part 1 - App



**WHAT:** Bus information (bus number, bus stop location, and bus stop time) and GPS tracking for school bus arrival for pick-up and afternoon drop-off.

**WHO**: Students & Families Grades K-12 who would like to use an the Ride360 App to access school bus information in addition to using the student portal or Ride 360 website

WHEN: After August 22, 2022

**ACTION:** Download "Traversa Ride 360" from the Google Play Store or the Apple App Store to begin using or access information from the Traversa Ride 360™ website (details on page 15). Log-in instructions below.

# How to access the Traversa Ride 360 mobile app

- 1. Download "Traversa Ride 360" from the Google Play Store or the Apple App Store.
- 2. After the app installation is complete, open Traversa Ride 360.
- 3. When prompted to find your school district, enter **St. Louis Park Public Schools (MN)**
- 4. Once you have selected your district, you will proceed to the login page. If you do not already have a registered email, click 'Register'.
- 5. To register, enter your email address, password, and name.
- 6. After registering, you will receive a confirmation email. Click on the link in your email to confirm your registration through the Ride 360 website.
- 7. Log in, then find a student by going to My Students and choosing the + button. This will present the Find a Student screen.
- 8. Enter your student's ID number (can be found in PowerSchool) and birthday to find your student. Repeat this step to add additional students.
- 9. Once you have linked to a student, click on that student's profile to see all relevant transportation information.



Find your school district

St. Loui	is Park Public Schools
Username (email)	Login
Password	
Register	Login Forgot Password

App login screen

- 10. Press the "share" button to share a student link with someone else. Enter the email of the person you would like to share with. That person will receive a confirmation email that will automatically link them to the shared student(s). Recipients must register with Ride 360, if they have not already done so, to access the student information.
- 11. Regularly check for updates to ensure that your device is running the latest version of the app.
- 12. Remain logged into the app to receive district notifications, even when the app is not actively running.

If you have questions or need assistance, please email transportation@slpschools.org.

# SHE TO

# STEP 6: Traversa Ride 360 Part 2 - Website



**WHAT:** Bus information (bus number, bus stop location, and bus stop time) and GPS tracking for school bus arrival for pick-up and afternoon drop-off.

**WHO**: Students & Families Grades K-12 who would like to use the Ride 360 website to access school bus information in addition to using the student portal or Ride 360 app

WHEN: After August 22, 2022

**ACTION:** Access information from the Traversa Ride 360™ website. Log-in instructions below.

# How to access the Traversa Ride 360 website

- 1. Using the Chrome or Firefox browser, go to https://mnstlouisparksd283.traversaride360.com/
- If you do not already have a registered email, click 'Register'.
- To register, enter your email address, password, and name.
- 4. After registering, you will receive a confirmation email. Click on the link in your email to confirm your registration through the Ride 360 website.
- 5. Log in, then find a student by going to My Students and clicking the 'Find Student' button



Website login screen

- 6. Enter your student's ID number (can be found in PowerSchool) and birthday to find your student. Repeat this step to add additional students.
- 7. Once you have linked to a student, click on that student's profile to see all relevant transportation information.
- 8. To share a student link with another person, select a student and click the student options button in the lower-right corner.
- Choose which students to share, then enter the email of the person you would like to share with.
   That person will receive a confirmation email that will automatically link them to the shared student(s).
   Recipients must register with Ride 360, if they have not already done so, to access the student information.

If you have questions or need assistance, please email transportation@slpschools.org.

# St. Louis Park Public Schools 2022-23 School Year

# STEP 7: Student Digital Equity Survey (within the PowerSchool Public Portal click on Digital Equity Learning Preference)



**WHAT:** State Student Digital Equity Survey

WHO: Families with students in Grades K-12

WHEN: By September 6, 2022

**ACTION:** Complete survey to assist the Minnesota Department of Education (MDE) in ensuring each student and family has the equipment, help and support needed to support learning.

Thank you for participating in the Student Digital Equity Survey. This survey collects information on student access to the Internet and electronic devices used for schoolwork in the student's home.

St. Louis Park Public Schools may use this information to identify students that could benefit from additional support to make sure they can access learning opportunities outside the classroom or school building. It is important that we gather accurate information from every student so that each student and family has the equipment, help and support needed.

The information you provide in this survey will be reported to the Minnesota Department of Education (MDE). MDE may provide state- or school-level summary data – without personal, identifying information – to the Governor, legislators, MDE staff and external partners who have established data sharing agreements and protocols. St. Louis Park Public Schools will not share your personal, identifying information provided in this survey with others without your consent.

To complete the survey, click on the icon as shown at right directly in the PowerSchool Public Portal's left menu.

Please note: you will not find this icon if using the PowerSchool app on your mobile phone.



2022-23 School Year

# **STEP 8: Technology Device Loan Agreement**& Acceptable Use Form

(Grades 6-12; within PowerSchool Public Portal, click on Forms)



**WHAT:** Technology Device Loan Agreement & Acceptable Use Form

**WHO**: Families with students in Grades 6-12 who receive a new device from the school district for the 2022-23 school year.

**WHEN:** Before the start of school or at back to school information/orientation events

**ACTION:** Complete agreement and form to allow student access to a school-issued device for the 2022-23 school year.

Students who received a device in the 2021-2022 school year and kept them over the summer of 2022 will not need to re-sign this agreement. Incoming 6th graders at the middle school and incoming 9th graders at the high school will need to sign the agreement.

2022-23 School Year

# STEP 9: Online Services Use Agreement (within PowerSchool Public Portal click on Online Services Parent Consent)



WHAT: Online Services Parent Consent

WHO: Students & Families Grades K-12

**WHEN:** Before the deadline to register your student for their specific activity (some fall sports begin as early as August 15, 2022).

**ACTION:** Complete consent form to allow student access during the 2022-23 school year.

St. Louis Park Schools uses a variety of digital tools to support student learning. Technology vendors and software is utilized to support work as we help all students develop the skills necessary to succeed in an ever-changing world.

We have an inventory of our curriculum, testing, and assessment tools posted and it includes an outline of the student data elements within each tool. This list is maintained and communicated annually to all families at the start of the school year You can access this list <a href="here">here</a> (https://bit.ly/3zcK5Fn).

This consent form acknowledges that you permit your child to access learning platforms adopted by St. Louis Park Public Schools.

# STEP 10

# **STEP 10: Athletics & Activities**



**WHAT:** Athletic and Activities registration

**WHO**: Families with students in Grades 6-12

**WHEN:** Some fall sports begin as early as August 15, 2022

**ACTION:** Register your student for athletics and pay fees.

# Register your student for athletics and pay for student athletic fees at bit.ly/SLPAthleticsReg.

NOTE: You will need a current student health physical on file for participation. You can submit your physical via one of three ways:

- Drop off at High School athletic office or the Middle School main office
- Fax it to the High School at 952-928-6172 or Middle School at 952-928-6380
- Email to griffin.robert@slpschools.org (High School) or wennerberg.derek@slpschools.org (Middle School)

## Fall sports include:

# **High School**

All start 8/15/22

- Cross Country 7-12 (Boys)
- Cross Country 7-12 (Girls)
- Football
- Soccer (Boys)
- Soccer (Girls)
- Swimming (Girls)
- Tennis (Girls)
- Volleyball

# Middle School

All start 9/7/22 (except football starts 8/15/22)

- Football
- Soccer (Boys)
- Soccer (Girls)
- Swimming (Girls)
- Tennis (Girls)
- Volleyball

For more information on Athletics, go to <u>www.gopark.org</u> (high school) and <u>Middle School Athletics</u> (Middle School). See your school office for Activities information.

### **Admission Fee Change**

Beginning this fall, all home SLPHS athletic events where admission is charged, cash will no longer be accepted. You can purchase your tickets using the following link <code>ONLINE TICKETING</code>, or there will be QR codes at each event location. Please remember that all students that are younger than grade 9 will need to be accompanied by a paying adult to be admitted into SLPHS home events. SLPHS students will still have free admission to home regular season events, but will need to secure their ticket for each event via the link or QR code and entering their student ID number into the promo code area.

# **STEP 11: Community Education & Early Learning**





**WHAT:** Community Education, Early Learning and ECFE registration

**WHO**: Various age groups; Early Learning and ECFE ages 0-5

**WHEN:** Registration for fall activities (grades K-8) begin in September, preschool registration begin as early as January.

**ACTION:** Register your student for before and after school activities and early learning services.

Register your student/family for opportunities at <a href="https://slp.ce.eleyo.com/">https://slp.ce.eleyo.com/</a>

Fall after school activities/clubs may include but not limited to:

# **Elementary School**

- Chess Club
- Lego Club
- Art Adventures
- Sports
- Community Service Club

### Middle School

- Chess Club
- Newspaper Club
- Drone Club

# **High School**

- Driver's Education
- ACT Prep

For more information on Community Education, go to <u>www.slpcommunityed.com</u>. See your school office for seasonal activity/club schedule for youth opportunities.

# SHE TO IN

# STEP 12: CarRiderPro



WHAT: CarRiderPro

**WHO:** Aquila and PSI Students & Families Grades K-5 who plan to have your student picked up or dropped off at the school with a car.

WHEN: First day of school for students

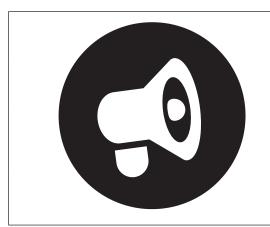
**ACTION:** Families at Aquila and Park Spanish Immersion will receive more specific CarRiderPro information and family specific tags directly from the school. If your family has a tag that was used last year, please retain that tag and await further instruction from your school.

The CarRiderPro system is designed to streamline the dismissal and pickup process for elementary schools when students are released at the end of the school day. It utilizes discretely encoded vehicle tags that are assigned to each student in the CarRider system and is cross referenced to parents or guardians that are responsible for their pickup after school each day. The system automatically detects each tag as it enters the pickup zone and identifies all students linked to it. Each student's name is displayed, inside the school, in real time, in proper sequence with the vehicles in the pickup line. The system then automatically detects each tag as it leaves the pickup zone and logs out any student names associated with it.

2022-23 School Year

# SHM TD LS

# **STEP 13: School-to-Home Communications**



WHAT: School-to-home Communications

WHO: Students & Families Grades K-12

**WHEN:** Anytime, however schools and the District Office will be communicating with familes before the start of school

**ACTION:** Review information.

# Stay connected with us!

The school-to-home connection is invaluable to ensuring each child's academic success. You will receive and can access the following throughout the school year to learn the latest information about your school and the school district. Remember that all districtwide and school e-newsletters are posted on the District or school websites shortly after they are sent via email.

**School e-Newsletters:** St. Louis Park Public Schools and the District's six schools regularly send communication to families via e-newsletters to all emails registered in the PowerSchool Public Portal. View current and past issues at:

AQ: https://aq.slpschools.org/about/aquila-communicator

PH: https://ph.slpschools.org/about/peter-hobart-communicator

PSI: https://psi.slpschools.org/about/laprensa

SL: https://sl.slpschools.org/about/susan-lindgren-communicator

MS: <a href="https://ms.slpschools.org/about/oriole-times-newsletter">https://ms.slpschools.org/about/oriole-times-newsletter</a>

HS: https://hs.slpschools.org/about/6425-news

**SLP Communicator e-Newsletter:** The *SLP Communicator* is a District publication for all stakeholders invested in achieving the mission of St. Louis Park Public Schools. This e-newsletter is distributed weekly during the school year on Wednesdays with the exception of Winter Break and Spring Break. View current and past issues at <a href="https://www.slpschools.org/families/slp-communicator-e-newsletter">https://www.slpschools.org/families/slp-communicator-e-newsletter</a>.

District website: www.slpschools.org

# **School Websites**

Aquila Elementary School	.aq.slpschools.org
Park Spanish Immersion Elementary School	.psi.slpschools.org
Peter Hobart Elementary School	.ph.slpschools.org
Susan Lindgren Elementary School	.sl.slpschools.org
St. Louis Park Middle School	.ms.slpschools.org
St. Louis Park High School	.hs.slpschools.org

# **Social Media Channels**

Facebook: @stlouisparkpublicschools

Twitter: @SLPublicSchools

@283SUP (Superintendent) @SLPGOPARK (Athletics)

Instagram:

www.instagram.com/st.louisparkpublicschools

YouTube: stlouisparkpublicschools

# **BADGIIS**

# **Student ID Badges**



# Student Bus/Meal Badge Grades K-5

- Orange Bus Badges are being tested at the start of the school year with a plan to distribute them later this fall. More information will be coming your way after the start of the school year. The District will implement the use of regular bus badges when we are confident with the system operation.
- □ White Meal Badges are used for school nutrition and are swiped in the cafeteria. These badges have replaced the use of PIN numbers as both a sanitary measure and to make the cafeteria more efficient. Meal badges will be given to students by the front office, and used to receive school meals (breakfast/lunch) and to purchase á la carte items in the cafeteria.

**Note:** If you have completed the <u>application for educational benefits</u>, and qualify for meal benefits, meals will be free for your student. If you do not qualify for benefits, your student's meal account will be charged for school meals. Ala Carte items will be charged to your student's meal account even if you qualify for educational benefits. Please ensure that your student's account has sufficient funds to cover the cost of meals and ala carte items that they plan to purchase.



# Student ID/Meal Badge Grades 6-12

- □ White Student ID/Meal Badges are used for school nutrition and are swiped in the cafeteria. These badges have replaced the use of PIN numbers as both a sanitary measure and to make the cafeteria more efficient. Students will use their badge from last year, or can pick up a new meal badge at their school office.
  - **Note:** If you have completed the <u>application for educational benefits</u>, and qualify for meal benefits, meals will be free for your student. If you do not qualify for benefits, your student's meal account will be charged for school meals. Ala Carte items will be charged to your student's meal account even if you qualify for educational benefits. Please ensure that your student's account has sufficient funds to cover the cost of meals and ala carte items that they plan to purchase.



# Student Activity Bus Badge Grades 6-12

■ Orange Bus Badges are required if your student will use the after school Activity Bus (if registered for activities). Students will use badges from last year, or can pick up a bus badge at their school office or with their club/athletics advisors. Students who do not have an orange bus badge will not be allowed to ride the activity bus.

# St. Louis Park Public Schools 2022-23 School Year

# **FREE Health Services - Central Clinic**



**WHAT:** FREE Health services from Central Clinic

WHO: Students & Families Grades E-12

**WHEN:** During the school year (see hours listed below)

**ACTION:** Review information.

Central Community Clinic is a free, walk-in clinic for children from birth through high school who live or go to school to public or private schools in St. Louis Park or Hopkins school districts. Central Clinic's mission is to reduce barriers to health care for the children and youth of our community.

Location: The clinic is located in Central Community Center at the intersection of Highway 7 & Wooddale Ave. The clinic entrance is on 35<sup>th</sup> Street on the northwest side of the building (near the High School football field).

Central Clinic was founded in 1996, as a response to the Children First initiative. The clinic is funded by a grant from Park Nicollet Foundation, staffed by doctors from Park Nicollet – Creekside clinic, and governed by an advisory council.

**CLICK HERE** to learn more and download the Consent Form to be completed before visiting.

Central Community Center 6300 Walker Ave. St. Louis Park, MN

Phone: 952-993-1100

Email: centralclinic@parknicollet.com

Hours: 1 to 4:30 p.m., Tuesdays and Thursdays Watch website for additional dates and services.