



## **Family Handbook 2022-2023**

3600 Highcrest Road NE  
St. Anthony, MN 55418

**School Hours:**

**9:15am-3:45pm**

**Office:** 612-706-1200

**Attendance Line:** 612-706-1204 or email [hsiggelkow@isd282.org](mailto:hsiggelkow@isd282.org)

**Website:** [www.isd282.org](http://www.isd282.org)

**Transportation email:** [Transportation@isd282.org](mailto:Transportation@isd282.org)

**Transportation:** 612-706-1117

**Bus Company:** Metropolitan Transportation: 763-571-1541

**Wilshire Park Kitchen:** 612-706-1207

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

**Office Staff:**

Maria Roberts, Principal, [mroberts@isd282.org](mailto:mroberts@isd282.org), 612.706.1200

Anna Nagle, Dean of Students, [anagle@isd282.org](mailto:anagle@isd282.org), 612.706-1210

Jaimee Stanley, Literacy Coordinator, [jstanley@isd282.org](mailto:jstanley@isd282.org), 612.706.1203

Caitlin Theisen, Counselor, [ctheisen@isd282.org](mailto:ctheisen@isd282.org), 612.706-1219

Helen Siggelkow, Administrative Assistant, [hsiggelkow@isd282.org](mailto:hsiggelkow@isd282.org), 612-706-1206

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## **School District 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)

## **School District 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)

## **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, 2015)

## **Equity Statement**

At Wilshire Park we believe that the academic performance of students will not predict or be determined by factors such as race, gender, ethnicity, English language status, disability or socioeconomic status.

(Adopted Fall, 2017)

## **Non-Discrimination Statement**

It is the St. Anthony-New Brighton School District's policy to provide equal education opportunity for all students and to provide equal employment opportunity for all employees. The district does not discriminate in admission, treatment, employment or access to its programs or activities. In addition, 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 orientation or age. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

## **Panda Pledge**

At Wilshire Park we are a community of dedicated learners who are respectful to others, responsible for our actions, and ready to learn. We strive for excellence in all that we do.

# Rigor, Relevance, Relationships

## Summary of Important Topics

- St. Anthony-New Brighton School district defines effective instruction as “grounded in three principles: rigor, relevance, and relationships. Without each of these components, high levels of transferable learning is not possible.”
- Rigor in SANB schools means that students engage in deep thinking. Effective, rigorous lessons and curriculum asks students to address preconceptions, make connections within an extensive base of knowledge and skills, and engage in metacognitive reflection and thinking.
- Relevant instruction asks students to engage in both thinking that has purpose and matters to them as well as work that helps them do that thinking through relevant resources. Students engage in thinking and work that relate to the discipline and the real world.
- Relationships provide students the care and support necessary to do higher-order thinking and see themselves as capable learners. To be in authentic relationships with students, staff must be students of their students.

This handbook has been altered due to the COVID 19 pandemic. Information is as accurate as possible but due to unexpected circumstances, some information could become outdated without being updated immediately. Please reach out to us in the school office if something is confusing or unclear.

[District Blueprint for COVID](#) Link

## **BACK TO SCHOOL INFORMATION/ MEET AND GREET**

You will receive Back-to-School information through email at the end of August. Information will include information from your child's teacher, verification of your contact and emergency information, transportation schedules and school breakfast/lunch menus.

## **ARRIVAL AND DISMISSAL INFORMATION**

### **Arrival and Dismissal Times- In Person Learning**

The first regular day of school is Wednesday, September 6, 2022. School buses will be available to transport students to and from school that live within the bus zone. Students should arrive at school at 9:05am and be ready to start their day in the classroom at 9:15am each day. Students should not arrive at school prior to 9:05am as the school does not provide supervision of students before that time. Students must be in their classroom when the bell rings at 9:15am. Late arrivals should check in at the office. School dismisses at 3:45pm.

### **Arrival Information**

Outside doors will be monitored by staff for **student entrance only** when the first bell rings at 9:05am

Due to Covid, we are asking that parents do not enter the building. If COVID concerns lessen later in the year, 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. 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.

### **Dismissal Information**

School is dismissed at 3:45pm. 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.

### **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.

- Plan the time you pick up your child so that you arrive between 3:35-3:40pm. This helps avoid congestion in the parking lot.
- DO NOT leave your vehicle while in the drop-off/pickup lines. 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.
- Students must leave the building after school if they are not going to Village Kids
- 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.
- Please do not park your car in the bus area in front of the school. It creates a safety hazard for children and buses.
- Crossing guards will assist children crossing the exit from the parking lot and at the stoplight on 37th Ave NE. Vehicles must stop when crossing guards have their flags down.
- 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.

Prior to school starting, 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.

### **After School Change in Plans**

Whenever possible, send an email to the office staff AND your child's teacher before 10:00am 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 Child Care centers 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 playdates 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 Skyward as an emergency contact.

## **School Age Care at Wilshire Park—Village Kids**

If you have specific questions about this program please contact Wendy Webster at [wwebster@isd282.org](mailto:wwebster@isd282.org).

### **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 3:45pm. Any child remaining at school after 3:45pm 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 3:45pm 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 3:00pm. 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 4:00pm., 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 4:00pm, an emergency plan will be implemented. The St. Anthony Police Department may be called to assist in creating a plan for a family.

## **ABSENCE AND TARDY INFORMATION**

Attendance Line—612-706-1204 OR email [hsiggelkow@isd282.org](mailto:hsiggelkow@isd282.org)

### **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 8:00am 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 email to: [hsiggelkow@isd282.org](mailto:hsiggelkow@isd282.org). 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. Also, please refer to the COVID document linked above.

## **Tardy**

Our emphasis is on reducing tardiness. Please ensure that your child is here on time in the morning, arriving between 9:05-9:10am. A student is considered tardy when he or she arrives after the final 9:15am bell in the morning. Teachers submit their attendance online at 9:30am. If your child arrives after the 9:15am bell rings, please come to Door 1. 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 Door 1, and one of the office personnel will call the classroom and ask your child to meet you outside of the office. Please email 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. 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

[Parent/Guardian Guide to Statewide Testing](#)

### **Please be Present During Testing**

Testing dates will be given to families in the Fall of 2022.

### **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 do not want 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. Unless there is an extreme need or emergency situation, we will not transfer students from one class to another.

### **Curriculum**

An overview of what children will be learning at each grade level is available on the school district website: [www.isd282.org](http://www.isd282.org) and by clicking on "Wilshire Park". Teachers will be focusing on Essential Standards of instruction in each subject area. Special education services are available to any student who qualifies for this type of service.

### **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 information 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.

### **Progress Reports**

Parents will be informed on how they will receive feedback regarding their child's academic progress during the school year.

### **Field Trips**

Due to concerns regarding COVID, we are unsure if we will be able to offer any field trips. We will have parents fill out a form for walking field trips (neighborhood walks or Central Park).

## **VISITORS AT SCHOOL**

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.

### **Secure Entrance:**

All parents and visitors to Wilshire Park are asked to come to Door #1, the main entrance.

### **Visitors for the 2022-2023 school year**

To reduce potential exposure, we may limit volunteers to come into the building. If you are a parent and would like to drop off medication or a forgotten lunch, you may come to the main office at Door #1 to be helped by someone in the office.

### **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.

## **COMMUNICATIONS**

### **Parent Communication/Swift K12 Notifications**

School and district related announcements are sent by email or by our Swift K-12 service which allows us to send you telephone, text and/or e-mail messages providing important information about school related events or emergencies. Information may be posted on the school website. Please make sure your email address is listed correctly in Skyward or notify the office for assistance. Families who do not have email access may notify the school office to request information to be sent home. Contact Helen Siggelkow in the Wilshire Park office at 612-706-1200 or [hsiggelkow@isd282.org](mailto:hsiggelkow@isd282.org)

## **Flyer Distribution**

Non-school related flyers are not sent home with students but instead will be made available to by link on the school website. Parents may also call the school office to request that a flyer be sent home.

## **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 information 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 are scheduled in 15 minute increments between 3:45-7:45pm. **The dates for all conferences are still to be determined.** Check your weekly email to stay up to date.

**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.

## **Emergency Weather Information and Notifications**

The St. Anthony-New Brighton School District has implemented the Swift K-12 Notification Service which allows us to send you telephone, text and/or e-mail messages providing important information about school related events or emergencies. Swift K-12 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 Skyward 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 6:00am. and announced through our parent notification system.

## **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 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 (most likely virtually) and your participation in WPPA sponsored activities is welcome. Further information will be sent via email or will be on WPPA's Facebook page.

### **Volunteer Program**

Please contact the Wilshire Park office at 612.706.1200 for more information.

## **SCHOOL BREAKFAST/LUNCH AND RECESS**

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 contact the Wilshire Park Nutrition Manager at 612-706-1207.

### **Breakfast at School**

Wilshire Park has a Breakfast "Grab and Go" program. Students who wish to participate can order a "Grab and Go" bag the day prior which can be eaten in the classroom upon arrival. 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 deducted 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**

There will be a grab and go lunch offering.

- Lunch prices for the 2022-23 have not been determined. Adult lunch prices are \$???. Milk is ??¢ when purchased separately.
- To set up a lunch account, you can use the PayPams.com system or please send a check to school for any amount (example: \$28.50 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.
- Please make sure your child has funds prior to the school year starting.
- When your child's account begins to indicate a low balance, the cashier will send an email.
- 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 lunch from home at any time. Milk is available for 55¢ and is deducted from your family lunch account.
- Students may not order food to be delivered at school.
- 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. 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 access 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.
- Any comments or questions relating to the food service program may be directed to the Wilshire Park Nutrition Manager at 612.706.1207.

## **Snack Break**

More information will be provided to parents in mid-August.

## **Bringing Food From Home**

Parents and guardians are encouraged to send nutritious meals to school with their child. Please, no 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.
- An information sheet about this Health and Wellness Policy #533 will be sent to you prior to school starting. The complete policy is printed on the district's website.

## **Playground/Recess Information**

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.
- 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: electronic toys, makeup, etc.
- Snow should remain on the ground; there is no ice or snowball throwing.
- Don't leave the playground without the supervisor's permission.

## **Indoor Recess**

Most days children will play outside during 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 temperature prior to students going outside. 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.

### **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.

### **Restorative Practices**

Wilshire Park utilizes a Restorative Practice 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 document [Policies regarding Students Rights and Responsibilities](#).



Consequences for violations of building and classroom rules will be as logical and natural as possible. Our objective is to teach appropriate 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](#) goes in depth over our schools policies of bullying and behavior expectations.

### **Student Dress and Appearance**

It is the policy of this school district to encourage students to be dressed appropriately for school activities. 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).

### **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 further interventions. Students who are referred to the office will be given a plan to make corrections to their behavior. Sometimes these plans may include a consequence which could be a loss of privileges or even suspension which occurs very infrequently. In cases of severe misconduct, district disciplinary guidelines will be followed. Please review the [Policies regarding Students Rights and Responsibilities](#) document. This information may also be found on each of the school websites at [www.isd282.org](http://www.isd282.org). 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 occurs in conjunction with the school environment.

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.

### **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. To read more about what Harassment can look like or to file a complaint, fill out the [Harassment and Violence Report Form](#)

### **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**

### **Covid**

Wilshire Park will be following the Minnesota Department of Health's current guidelines for illness exclusion, isolating and sending ill students or staff home, reporting COVID-19 cases to families, and exclusion of students who are close contacts of someone who has COVID-19 or symptoms of COVID-19. Parents should monitor their child's health daily by performing a Daily Health Screening and keep ill students home when they are sick.

Parents should report any illness symptoms by calling the school's attendance line. (612-706-1204) These symptoms include: new or worsening cough or shortness of breath, fever of 100.4 or higher, chills, muscle aches, sore throat, headache, new loss of taste or smell, or gastrointestinal symptoms of nausea, vomiting, or diarrhea. Once you have reported these symptoms, do not send your child or their siblings back to school until you have heard from Health Services staff and have been told that your child(ren) will be admitted back to school. You will receive a follow up call to get more information and determine when your child will be admitted back to school.

### **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. Health aides are available to assist students throughout the school day.

## **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 nonprescription drugs and taken directly to the nurse's office. Students may not carry medication with them in the building

## **Screenings**

Health screenings are an important way to help students to be ready to learn. Students in St. Anthony/New Brighton school district are screened for vision and hearing according to the Minnesota Department of Health guidelines at Grades 1, 3, 5, 7, and 10. Color vision is screened on all children in First Grade. Parents/guardians will be notified by US Mail if their child does not pass a vision or hearing screening. Elementary students are screened in the fall and middle and high school students are screened in the winter.

District 282 does not screen for Convergence Insufficiency disorder as part of its vision screening program. Parents/guardians who are concerned about the condition should see their licensed eye care specialist for assessment and treatment.

If you do not wish to have your child screened at school, please notify the Health Office prior to the screenings.

## **Update Emergency Contact Information**

Please remember to contact the school office if you change your address. If your student has had a change of medical information (ex. Change in medication, diagnosis, etc.) contact Mr. Winder at [cwinder@isd282.org](mailto:cwinder@isd282.org). Please review the information and add or correct cell phone, emergency contact numbers, etc. in your parent portal in Skyward. 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 also see the above link in relation to COVID.

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?**

- Please see above information regarding concerns regarding COVID
- 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 antibiotics 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 occasionally. 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.). Smoking also includes the smoking of vapes, e cigarettes, jules, 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. 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**

### **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.

### **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 or email 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.

### **Internet Acceptable Use Agreement**

Students, parent/guardian and supervising teacher will be asked to sign an [Internet use Agreement Form](#) at the beginning of each school year for their student(s). This year, parents will be "signing" the form in our Back to School Google Form. For more information about the Internet Acceptable Use Policy, refer to the District's "Policies regarding Students 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. District 282 uses the Metropolitan Transportation bus company. Please call Metro Transportation at 763-571-1541 if you have any questions.

## **SANBE'S NON- DISCRIMINATION STATEMENT**

*It is the St. Anthony-New Brighton School District's policy to provide equal education opportunity for all students and to provide equal employment opportunity for all employees. The district does not discriminate in admission, treatment, employment or access to its programs or activities. In addition, 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 orientation or age. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:*

**Section 504 Coordinator:**

Name: Caitlin Theisen

**Alternate Section 504 Coordinator:**

Name: Hope Fagerland

*Office Phone Number: 612-706-1219  
Email Address: ctheisen@isd282.org  
Office Address: 3600 Highcrest Rd. NE.  
St. Anthony, MN 55418*

*Office Phone Number: 612-706-1062  
Email Address: hfagerland@isd282.org  
Office Address: 3303 33rd Ave.  
St. Anthony, MN 55418*

***Title IX Coordinator:***

*Name: Wendy Webster  
Office Phone Number: 612-706-1170  
Email Address: wwebster@isd282.org  
Office Address: 3301 Silver Lake Rd NE  
St. Anthony, MN 55418*

***Alternate Title IX Coordinator:***

*Name: Hope Fagerland  
Office Phone Number: 612-706-1062  
Email Address: hfagerland@isd282.org  
Office Address: 3303 33rd Ave. NE  
St. Anthony, MN 55418*

*Revised: June 29, 2022*