



Revised: August 9, 2011



2011-2012 Family Handbook

Ms. Kari Page, Principal

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

School Hours:

- Grades 1-5 & All Day Kdgn: 9:05-3:35 p.m.
- A.M. Kindergarten: 9:05-11:35 a.m.
- P.M. Kindergarten: 1:05-3:35 p.m.

Office: 612-706-1200

Attendance Line: 612-706-1204

Transportation Director: 612-706-1117

MN Central Transportation: 651-430-3311

Important Phone Numbers

**Attendance Line.....612-706-1204
(Leave a message on the Attendance Line)**

School Office612-706-1200

**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 Kitchen612-706-1207

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

MN Central Transportation:651-430-3311

quest to the Wilshire Park office each year by October 1.

Your Right to Review Your Child's Records

Parents have the right to access, inspect, review and have a copy of their child's educational records, except records that are expressly designated as "confidential" under state or federal law. The school district may charge a reasonable fee for copies of educational records. You may, in writing, challenge what may be inaccurate or misleading information, or information in your child's record that may be in violation of the student's privacy rights.

Copies of the school board policy on protection and privacy of students' records are on file in each school, St. Anthony Community Services, and the St. Anthony/New Brighton District Office. Copies may be obtained from the building principal, director of community services, or the superintendent.

Child Custody Agreements

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.

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.

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

Pets are allowed on special occasions only. Classroom teachers must check for allergies before permission is granted. Permission is required from the classroom teacher or the principal, prior to the visit. Dogs must be on a leash; cats and all other animals must be in a carrier. Pet owner must directly supervise pet at all times.

DATA PRIVACY

The St. Anthony/New Brighton School District Policy on student information kept by the schools and community services complies with federal and state laws guaranteeing the right to examine and challenge the contents of students' records.

Those having access to the student records include school staff with a legitimate educational interest in the child, another school district, colleges or educational institutions in which the students may enroll, and the courts when the record is requested by a judicial subpoena.

Before records other than directory information are sent to any person, agency or institution, written consent is required from the parent/guardian.

Directory Information

Information defined by law as directory information includes the student's name, place of birth, and dates of attendance. St. Anthony Middle and High Schools may release other information including: major field of study, participation in officially recognized activities and sports, weights, and heights of athletic team members, degrees and awards received, and the most recent educational institution attended by the student.

Any parent or guardian wishing to withhold information from distribution (including photos) must make a written re-

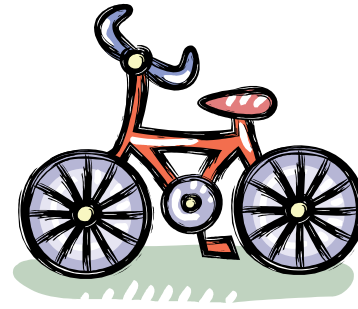
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ISD 282 Vision Statement

The vision of the St. Anthony-New Brighton School District is to be the preferred, small, caring, educational community by creatively meeting individual learners' needs

Bicycle, Scooter, Skateboard, In-line Skate Guidelines



It is the recommendation of Wilshire Park that students not ride their bicycles, scooters, skateboards or in-line skates to school due to safety reasons. However, students in grades three through five are allowed to ride them to school. A student in grades one or 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 accompany 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. 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 any damage to bicycles or other equipment while at school.

Internet Use

Students have access to pre-designated internet sites for instructional purposes, such as research. It is expected that students will be responsible internet users. There will be disciplinary consequences for students who use the internet inappropriately.

Visitors

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. All visitors must enter through Door #1 nearest the school office. Press the buzzer and the office staff will admit you to the building. All visitors must sign in and out on the visitor's log in the school office. Visitors must wear a visitor badge while they are in the building.

Volunteers are registered through our volunteer coordinator and wear specific badges which identify them as Wilshire Park Volunteers. Volunteers also check in at the Wilshire Park Office.

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 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.

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.

ISD 282 Mission Statement

The mission of the St. Anthony-New Brighton School District is to create a community of lifelong learners who have the knowledge and skills to solve problems, communicate effectively, adapt to change and be confident, ethical citizens.

Wilshire Park Mission Statement

The mission of Wilshire Park Elementary School is to provide students with the necessary skills to become life-long learners, to value themselves and others, and to contribute to society.

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 2011-12

Grades 1-5 & All Day Kdgn: 9:05-3:35 p.m.

A.M. Kindergarten: 9:05-11:35 a.m.

P.M. Kindergarten: 1:05-3:35 p.m.

ARRIVAL AND DISMISSAL INFORMATION

Meet and Greet/Student Photo Information

Meet and Greet will be held on Tuesday, September 6th. Families will come to school on a staggered schedule based on the first letter of your child's last name. Please feel free to come at any of the three times that work best for your family. Student photos will also be taken on September 6th. Feel free to stop in to meet your child's teacher and have your child's photo taken anytime during this time frame. You do not need to stay for the entire time. You will receive Back-to-School information in the mail in mid-August.

Meet and Greet Schedule & School Photos Tuesday, September 6th:

- 10:00-11:00 a.m. Staff Meeting
- **11:00-12:45 p.m. Families: Last Name begins with G-M**
- 12:45-1:15 p.m. Staff Lunch Time
- 1:15-2:15 p.m. Team Planning and Curriculum Meetings
- **2:15-3:45 p.m. Families: Last Name begins with N-Z**
- 3:45-4:00 p.m. Break
- **4:00-5:45 p.m. Families: Last Name begins with A-F**
- 5:45-6:00 p.m. End of Day Check-in for Staff

5. Childcare Service

The following childcare information will apply.

- To receive transportation to/from a childcare program, that program must be within the St. Anthony-New Brighton School District geographic boundaries.
- The pickup and drop-off bus stops must be the same location. Only the following will be considered:
 - ◇ pickup at home, drop off at home,
 - ◇ pickup at home, drop off at daycare,
 - ◇ pickup at daycare, drop off at daycare,
 - ◇ pickup at daycare, drop off at home
- It is imperative that the parent/guardian provide the school office with the childcare information by July each year for the upcoming school year. This allows the department to coordinate routes as accurately as possible.

GENERAL INFORMATION

Homework Expectation Statement

The staff at Wilshire Park believes that homework is an important part of a student's educational development. Teachers use their best 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.

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 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. Mid-day kindergarten stops are routed separately and generally are closer to a student's home than regular routes. 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 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. It is a privilege to ride the bus. Therefore, students will be expected to abide by all of the school bus safety rules. Students in grades K-10 must also participate in school bus safety training within the first six (6) weeks of school every year. The results of this training must be reported to the State of Minnesota.

3. 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.

4. 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 to the boundary of St. Anthony - New Brighton School District.

Arriving at School

The first regular day of school is Wednesday, September 7, 2011. 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 so that they can go directly to their classrooms. The school does not provide supervision of students before 8:55 a.m. School dismisses at 3:35 p.m.



Drop off and Pick up Information

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. Please do not drop students off or pick them up in the middle of the parking lot. Pull your car up next to the parked cars by the middle door on the north side of the school building or to the curb by the walkway that goes to the northeast door.

- 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.
- We encourage children to leave the building as soon as possible after school. If you arrive later than 3:45 p.m. to pick up your child, he or she will be waiting for you in the school office.
- 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.
- 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 horseshoe 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.
- 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.
- 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.

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.

After School

Please help us ensure that your child returns safely home from school the first few days. Children are excited and may become confused. To lessen the confusion, send or attach a note with your child's name, where she or he is to go at the end of the school day and how he or she will get there (which bus number, walking, car, etc.). If your child's schedule is different on specific days of the week, please make a note of it. Please communicate with the teacher any changes to your regular schedule.

After School Plans

Whenever possible, send a note with your child about any changes in how your child will go home from school. **Emergency messages or changes in plans about how your child will be going home from school should be directed to the office.** Voice mail messages to your child’s classroom teacher may not always get through in time.

Arranging play dates is not an emergency and must be arranged ahead of time by sending a note to your child’s teacher. If your

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.

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 kindergartner students (please see section on **Bus Routes**).

- 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

2. General Information

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 confuse motorists. Motorists anticipate the bus will stop or yield at corners and intersections. It also provides the driver or substitute driver a landmark (intersection) 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.

Fee for Bus Transportation

Transportation will be provided at no charge for bus stops within the district boundaries, although students must be registered to use bus stops. There will be a transportation fee of \$100 per student for families who use bus stops outside of the St. Anthony-New Brighton School District boundaries. (No fee will be charged for families who qualify for free or reduced lunch). You will be invoiced by the school district if a transportation fee applies to your family. **If you have questions about busing, please contact our district transportation director, Todd Niklaus at tniklaus@stanthony.k12.mn.us or 712.706.1117.**

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 complete 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 in the request electronically. After each request is reviewed, someone from the

child is riding a different bus home, the parent permission note must be brought to the office. Your child will receive a "Bus Change" notice to hand to the bus driver.

After School Child Care

Please remember to notify your child care provider if your child is ill or your plans change. We occasionally receive calls from the St. Anthony Community Center, Nativity, etc. after school looking for children. Save all of us some anxious moments! We want to know that our children are safe.

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 at 3:35 p.m. is termed a late pick up. Wilshire Park does not provide after school child care. Remaining at school after all other students have left for the day is often 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 school staff picture identification. Please inform the school who will be picking up your child. In the case of car malfunction, traffic jam, snow storm, minor auto 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 pick up 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 pick up 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 will be called to transport the child to a shelter.

ABSENCE AND TARDY INFORMATION

Attendance Line – 612-706-1204

Attendance

Regular school attendance benefits your child both academically and socially. It is certainly understood that health problems will prevent school attendance on some days. However, parents are responsible for making sure that their children attend school all day every day when the child is healthy. 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. The only lawful excuses for a child to miss school are illness, family emergency, funeral or religious holiday. A student with numerous absences because of illness may be required to submit a doctor's excuse for being absent. The school is obligated to report excessive unexcused absences to the county attorney.

Absences



Please inform us by 8:45 a.m. if your child is going to be absent or late for school. (Afternoon kindergarten, please call before 12:45 p.m.) 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.

Regular Attendance at School

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.

Our emphasis is on reducing tardiness. Please ensure that your child is here on time in the morning, arriving between 8:55 and 9:05 a.m. (or between 12:55 and 1:05 p.m. for afternoon kinder-

- Vandalism to the bus.
- Defying the bus driver.
- Unauthorized exit from any emergency exit.
- Throwing articles in and out of the school bus.
- Body parts hanging out the window.

Please refer to "Student Transportation Safety Policy," Code 501.4 for complete information.

ST. ANTHONY-NEW BRIGHTON PUBLIC SCHOOLS STUDENT TRANSPORTATION PRACTICES

St. Anthony - New Brighton School District 282 is committed to providing safe and efficient school bus transportation for its students. 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. Students who attend a school other than the District school through open enrollment are not eligible for this transportation.

The St. Anthony-New Brighton School District contracts with MN Central Transportation. Route information will be posted on our school district website when it becomes available in mid-August. **If you have questions, please contact our district Transportation Director, Todd Niklaus at tniklaus@stanthony.k12.mn.us or 612.706.1117. The phone number for MN Central is 651-430-3311.**

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

1. Goal

The District's goal is to provide safe, reliable, efficient, and cost-effective transportation to the students that reside within the boundaries of the school district.

sponsible 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.)

garten). Students who arrive to the classroom late are a distraction to their classmates as instruction begins in the classroom.

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.

Tardy

A student is considered tardy when he or she arrives after the final 9:05 a.m. bell in the morning. 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.

Leaving During the School Day

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

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. Testing dates are April 10-11, April 17-18 (3rd, 4th and 5th grade reading and mathematics). The 5th grade science assessment will be administered April 23-27.

Family Trips and Vacations

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. However, if you plan to take your child out of school for more than three days, there are a few things we would like you to do. The first is to notify your child's teacher at least one week in advance. The second is to complete a "Request for Special Absence" form and send it to the school office. The last is to work with your child to complete any missed assignments in a timely manner when you return from the trip.

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 receive 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 by going to the school district website: www.stanthony.k12.mn.us and clicking on “Wilshire Park Elementary” and then “Curriculum”

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 in some grade levels.

Report Cards

Report cards are sent home four times each school year for grades 2-5. Kindergarten and first grade report cards are sent home twice each year. Specialist grades (physical education, music, art, science, band, etc.) are included on the child's report card. Report cards have been revised to 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.

waiting for the bus. Wait until the bus stops before approaching the bus.

- After getting off the bus, move away from the bus.
- 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.
- Sit in your own seat, facing forward.
- Talk quietly and use appropriate language.
- Keep all parts of your body in the bus.
- Keep your arms, legs, and belongings to yourself.
- Fighting, harassment, intimidation, or horseplay will not be tolerated.
- Do not throw any object.
- Eating, drinking, or 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.

Consequences:

Consequences for school bus/bus stop misconduct will apply to all regular and late 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 in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges and are totally re-

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.

School District 282 Bus Safety Guidelines

At the bus stop:

- Get to the bus stop five 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

Field Trips



The purpose of field trips is to provide learning experiences for students in a non-school setting. In recent years, field trips have been 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.

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 volunteers must fill out the "Wilshire Park Volunteer Program Application and Registration form" 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.

COMMUNICATIONS

Meet and Greet



Meet and Greet will be held the day after Labor Day on Tuesday, September 6th. Families will come to school on a staggered schedule based on the first letter of your child's last name. If the time assigned to your family does not work for your schedule, please come at one of the other times listed for families to

visit. Student photos will also be taken on September 6th. Feel free to stop in to meet your child's teacher and have your child's photo taken anytime during this time frame. You do not need to stay for the entire time. You will receive Back-to-School information in the mail in mid-August.

Indoor Air Quality

As an additional requirement by the Department of Education, the St. Anthony-New Brighton School District has developed and implemented an Indoor Air Quality Management Plan that addresses indoor air quality issues throughout the District. Walk-throughs and inspections of the buildings are performed annually to detect current problems and prevent future problems from occurring. Information is also available from the Minnesota Department of Health at <http://www.dehs.umn.edu/iaq/school/>. If you have any questions or concerns regarding indoor air quality, please contact the District's IAQ contact person, Kristen Hoheisel, at 612.706-1007.

ST. ANTHONY-NEW BRIGHTON PUBLIC SCHOOLS SCHOOL BUS SAFETY INFORMATION

School Bus Safety Information



Students in grades kindergarten through 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.

The School District has a list of location(s) and type(s) of asbestos-containing material found in each building, and a description and timetable for their proper management or abatement. A copy of the Asbestos Management Plan is available for review in each school office. Questions related to the plan should be directed to Kristen Hoheisel, Director of Business Services, at 612.706.1007.

Integrated Pest Management: Use of Pest Control Materials

Pests (rodents, insects, weeds, etc.) can sting, bite, cause contamination, damage property and spread disease; therefore, we must take action to prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal law.

St. Anthony-New Brighton Schools utilize a licensed, professional pest control service firm for the prevention and control of pests in and around the District’s buildings. The program consists of:

1. *Inspection and monitoring* to determine whether pests are present, and whether treatment is necessary;
2. Recommendations for *maintenance and sanitation* to help eliminate pests without the need for pest control materials;
3. Utilization of *non-chemical measures* such as traps, caulking and screening; and
4. Application of *EPA-registered pest control materials* in the case that item 3 is ineffective.

An estimated schedule of interior pest control inspections and possible treatments is available for review at each school office. A similar estimated schedule is available for application of herbicides and other material to school grounds. Should such an application be deemed necessary on a day different from the days specified in the schedule, parents of students may request to receive, at their expense, prior notification to said date changes.

**Meet and Greet Schedule & School Photos
Tuesday, September 6th:**

- 10:00-11:00 a.m. Staff Meeting
- **11:00-12:45 p.m. Families: Last Name begins with G-M**
- 12:45-1:15 p.m. Staff Lunch Time
- 1:15-2:15 p.m. Team Planning and Curriculum Meetings
- **2:15-3:45 p.m. Families: Last Name begins with N-Z**
- 3:45-4:00 p.m. Break
- **4:00-5:45 p.m. Families: Last Name begins with A-F**
- 5:45-6:00 p.m. End of Day Check-in for Staff

Student photos will be taken during Meet and Greet. A Photo Order form was included with your August mailing. Please bring your completed order envelope with payment to the school gym.

Parent-Teacher Conferences

Parent-teacher conferences will be scheduled with all families in November. During these conferences, parents and teachers discuss the child’s school progress. Parent-teacher conference times are from 3:45-7:45 p.m. on the following dates: Tuesday, November 15, Thursday, November 17 and Tuesday, November 22. An additional conference evening will be available for parents of students in the 1/2 day kindergarten program. Access to conference sign-up will be available online. Please watch for more information in the ***Words From Wilshire*** newsletter.

Optional Parent-Teacher Conferences will be held on Tuesday, March 13th from 3:45-7:45 p.m. Optional conferences are scheduled at the request of the teacher.

Newsletter

Our school newsletter, ***Words From Wilshire***, is published twice each month and is sent via e-mail to all families who have supplied us with their e-mail address. Families who do not have e-mail access may notify the school office to request a paper copy to be sent home. The deadline for articles to be printed in ***Words From Wilshire*** is noon on Tuesday the week of publication. Contact Cindy Ridge in the Wilshire Park office at 612-706-1200 or e-mail articles to: cridge@stanthony.k12.mn.us

Emergency Weather Information



Our district has implemented the ALERTNOW Notification Service. This service will allow us to send you a telephone and/or e-mail message providing important information about school related events or emergencies. ALERTNOW 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 to receive these notifications.

WCCO Radio 8-3-0 (AM radio) will be notified by 6:00 a.m., when at all possible, of the decision to close school or to begin the school day late. School closing information will also be posted on the district website: www.stanthony.k12.mn.us and on the Wilshire Park main phone line as the outgoing message: 612-706-1200.

Flyers

Non-school related flyers are not sent home with students but instead will be made available to parents in the school office. Parents may also call the school office to request that a flyer be sent home. A list of currently available flyers will be listed in the Words From Wilshire newsletter.

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.

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.).

HEALTH AND SAFETY

2011-12 School Year Notification

Asbestos Management

AHERA (Asbestos Hazard Emergency Response Act) requires that each primary and secondary school in the nation must complete a stringent inspection process for asbestos and develop a plan of management for all asbestos-containing building materials discovered. In keeping with AHERA, all buildings owned or leased by the St. Anthony-New Brighton School District were inspected by EPA-accredited inspectors, and suspect samples were analyzed by an independent laboratory. Based on the inspection, the District prepared a State-approved, comprehensive Asbestos Management Plan for the safe and responsible handling of asbestos located within our buildings.

AHERA requires a periodic walk-through every six months of each area in our buildings that contain asbestos. Additionally the law requires that all buildings be re-inspected three years after a Management Plan is in effect. This will be accomplished under contract by the Institute for Environmental Assessment, Inc.

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.

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 monthly meetings. Further information may be found in *Words From Wilshire*, our twice-monthly newsletter, or the WPPA website:

<http://wilshireparents.org/>

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. Childcare is often available one morning each week allowing parents with younger children an opportunity to volunteer. 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” was sent to you in our mid-August mailing. 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.

Other Ways to Become Involved

Curriculum committees, Calendar Committee, Art Adventures, Yearbook, Candy Sale, the Wilshire Park Parents Association (WPPA), and other groups welcome your participation. Watch for opportunities in the *Words From Wilshire* newsletter.



SCHOOL LUNCH

The St. Anthony-New Brighton School District contracts with INAC inc. 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.



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 \$1.95 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

~ or call: 1-888-994-5100 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.

Each day Wilshire Park students can choose from two featured entrée selections or salad bar or peanut butter and jelly sandwich, 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.

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: Until first treatment is completed and no live lice or nits are seen.

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.

in the building.

An “Authorization for Administration of Medication at School” form must be filled out 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 was updated to meet 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.

All medications sent to school must be in an appropriately labeled pharmacy container or the originally purchased and labeled container.

Please remember to contact the school office if you change your address, home or work phone numbers or any emergency contact numbers. Please review your child’s Health and Emergency Information form. A copy will be sent home in the August mailing. List cell phone, emergency contact numbers, etc. on your child’s emergency information. 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.

- Lunch prices for the 2011-12 school year are \$2.35 for students including milk. Adult lunch prices are \$3.50. Milk is 50¢ when purchased separately.
- To set up a lunch account, please send a check to school for any amount (example: \$23.50 would pay for two weeks of lunch 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.
- 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 50¢ and is deducted from your family lunch account.
- 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. Juice 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 Lunch

If you feel your family may qualify for free or reduced school lunch based on family income, please contact the school office and an application form will be sent to you. 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.

Milk/Snack Break

All students will have a milk break scheduled during the school day. Kindergarten students receive free milk. The cost of milk during milk break for students in grades 1-5 will be deducted from their lunch account if they choose to take milk. Children may also bring a juice box or other nutritious beverage if they do not purchase milk. The cost of milk for milk break does not qualify through the Free or Reduced School Lunch program.

Lunchroom 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 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.

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 Treats

When sending classroom treats, healthy snacks are preferred. As

2. If harassment continues, the complainant may ask the principal to file a harassment or violence warning form, during which the perpetrator is given formal written notice to stop any harassing behaviors. A copy of this form is placed in the student's file for future reference. Additional consequences may be imposed at the discretion of the administration.
3. If the problem continues, the complainant may ask the principal to file a harassment and violence report form that is sent directly to the district harassment officers, Superintendent of Schools and Community Services Director Wendy Webster. They will then investigate the case and make a disposition.

Many students have fears about reporting incidents of teasing and harassment. The school, however, cannot act on a situation unless the facts surrounding the teasing and harassment are reported in a timely manner, investigated and documented. Severe cases may move immediately to step three, however, steps one and two are important in trying to resolve an ongoing problem or provide due process.

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

of Students or the principal 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 severe misconduct, district disciplinary guidelines may be followed.

Harassment

It is the expectation of Independent School District 282 that all learners and employees will be treated with dignity and respect. Harassment in any form will not be tolerated and will be addressed through appropriate building and/or District level discipline procedures, including suspension, expulsion, and termination.

Harassment is defined as any repetitive actions of intimidation through teasing, name-calling, threats of a physical or emotional nature that create a negative educational environment to the degree where a student is unwilling to attend school or classes, or finds the behavior unwelcome. Harassment may include, but is not limited to: hazing, giving snuggies, badgering, pestering, spreading of rumors, taunting, etc.

Bullying and Harassment

Reports of bullying or harassment are handled in these ways:

1. When a student reports harassment, the staff member, school family specialist or principal investigates the situation and attempts to mediate, if possible. Verbal warnings are given to all parties involved. Additional consequences, including a discipline slip, may be imposed at the discretion of the staff member based on the situation and previous warnings.

much as we all like homemade goodies, only treats which are purchased are allowed by the Minnesota Department of Health.

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 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 these things at home: roller blades, skateboards, scooters, all cycles, electronic toys, make up, etc.
- Snow should remain on the ground; there is no ice or snowball 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 with the local

weather station 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.

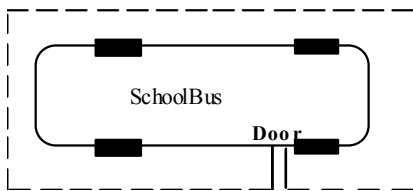
Whether or not to have indoor recess is also dependent on the age of the students. If possible, fourth and fifth graders will go outside at lunch recess during inclement weather because this is their only opportunity to be outdoors.

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.

BUS SAFETY

- Riding the bus is a privilege, not a right.
- Students should be at the bus stop no more than 10 minutes before the bus arrives.
- At the bus stop students should stand quietly.
- When getting on and off the bus students should move away from danger zones. The danger zones around the bus are outlined.
- Students should enter the bus one at a time and sit in their seat.
- Students should obey the bus driver.
- The school bus driver must give his/her attention to driving safely.
- Students should stay quietly seated on the bus with their hands to themselves.
- Students should never put any part of their body out of the bus.
- Food and snacks are not to be eaten on the bus.
- Keep the aisle clear of legs, backpacks, etc.



- Students must stay in their seats until the bus stops.

Detailed District School Bus Safety Guidelines and Transportation Practices begin on page 31 of this handbook.

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.

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 is sent home early in the school year for parents to read and review with their child.

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 to see the Dean