



Crookston Public Schools

PARENT/STUDENT HANDBOOK and DISCIPLINE POLICY 2019-2020

Washington School Respect Counts



Washington School
724 University Avenue
Crookston, MN 56716
(218) 281-2762
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Crookston Public Schools

Independent School District #593 Mission Statement

"Understanding that the student is the focal point of our mission, we will educate students to become lifelong learners and respectful, caring individuals within the fiscal resources available. Crookston Public Schools will involve family, other community members and organizations to create a positive learning environment."

Washington School
School Readiness, Kindergarten, Community Education,
Early Childhood Family Education (ECFE),
724 University Avenue
Crookston, MN 56716
218-281-2762

Principal Denice Oliver
(deniceoliver@isd593.org)

Brenda Crane, Administrative Assistant
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School begins at 8 a.m. Dismissal is at 2:45 p.m.

Crookston Public Schools Board of Education

Frank Fee	Chairperson
Nick Nicholas	Interim
Patty Dillabough	Director
Dave Davidson	Director
Tim Dufault	Director
Adrienne Winger	Director

Web Site

More information about our schools and School Board can be found at www.crookston.k12.mn.us.

Welcome to our Washington School Family.

We believe every child is special and deserves a quality education in a caring environment where coming to school is one of the best parts of their day.

Our students should feel safe, loved, and know kindness. Students will learn that they are valued, hard work is important, and that respect counts.

Our students should learn and love to learn. They should feel success and be successful. It is our goal for each child to become an independent and confident learner so they can reach their full potential.

We are excited to be on this educational journey together with parents, families, and friends. Together we can create a school where anything is possible!

The general guidelines, policies, and procedures for Washington School, School Readiness, and Early Childhood Family Education (ECFE) are included in this handbook. We encourage you to review the contents and call if you have any questions.

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ATTENDANCE PROCEDURES

Parents and guardians are responsible to see that their children attend school daily and on time. Students must be in school all day, every day unless they are ill, have a medical appointment or experience a family emergency. **When a student is absent, parents should call the school by 8:00 A.M.** This lets us know that the child is safe and that there is a reason for him or her to not be in school. Daily, our office staff attempts to contact each family whose child is absent, if the school has not been notified. If your child arrives late to school, **they are required to report to the office upon arrival with their parent or guardian.** Students that are absent just two days during each month are considered habitually truant. Students that are continually truant or habitually truant, including cases of chronic tardiness, will be dealt with on an individual basis and will include one or more of the following: student conference, parent conference, and involvement with Social Services. Every effort will be made to assist you in developing good school attendance habits and in solving problems that might hinder it.

Minnesota Statute states that if a child is under 12 years of age and the school has made appropriate efforts to resolve the child's attendance problems, a child's absence is legally considered to be the result of the parents' failure to comply with compulsory instruction laws. This is defined as educational neglect. When **seven un-excused absences (non-consecutive)** have occurred the student is considered "**habitually truant**" and the school is required to report the matter to Polk County Social Services for review.

Following are two types of absences:

Excused: Excused absences include illness, medical appointments and family emergencies. **A doctor's statement may be required** after three or more consecutive absences or a pattern of absences due to illness. The administration will decide if the absence is excusable based on the reasons given. If your child has an appointment during school hours, bring a note from the appointment to ensure this time away from school will be considered an "excused" absence.

Un-excused: Unexcused absences are those that could have been reasonably avoided or delayed. (Examples include, but are not limited to: oversleeping, shopping, haircuts, birthday celebrations, etc.) Even with the consent of the parents, absences can be ruled unexcused by the school administration. The administration will use the rule of reasonableness in determining whether or not an absence could have been avoided or delayed. Whenever possible, absences should be communicated in advance. At **three unexcused absences**, the school is legally required to notify the parent or guardian that the child is **continually truant**.

Family emergencies: Exposure to a crisis may impact a student's learning. The school provides a safe and familiar environment.

BREAKFAST AND LUNCH PROGRAM

Breakfasts and hot lunches are served daily. The Crookston Public Schools Hot Lunch Program is part of a federal and state program whose policy allows families in certain income brackets to have lunches served free or at a reduced cost. To apply for free/reduced meal prices, request an application from the school or district office. Payment for school lunches should be made in advance at each school. Cold lunches may be brought from home. Milk is available for purchase to accompany a cold lunch. We encourage parents and siblings to join us for lunch any day of the week.

BUILDING USAGE

The Board of Education has an established policy and fee schedule for groups desiring to use the building before or after school, weekends, or during the summer. Please contact the office for the schedule and building request forms.

BULLYING PROHIBITION POLICY

"Bullying" is unwanted and aggressive behavior through the use of words, images, or actions that involve a real or perceived imbalance of power. The behavior is repeated, or can form a pattern, over time. Washington School will follow the district handbook according to Policy 514. You are able to view the current policy at

[http://www.crookston.k12.mn.us/sites/crookstonpublic.new.rschoolday.com/files/policy_514 -
_bullying_prohibition.pdf](http://www.crookston.k12.mn.us/sites/crookstonpublic.new.rschoolday.com/files/policy_514_-_bullying_prohibition.pdf)

BUS SAFETY PROGRAM

All students at Washington School participate in a Bus Safety Program in the fall. This program reminds students of the safety rules while loading, unloading and riding the bus. Whenever possible, please remind your child of the importance of bus safety! The students will participate in a second safety program in the spring.

CELL PHONES

Washington School students are not permitted to have a cell phone at school.

Cell Phone Policy:

If a student brings a cell phone to school:

- ❖ Phone will be confiscated.
- ❖ The parent/guardian of the student will be notified to pick up the phone.

CROOKSTON PUBLIC SCHOOLS ARE NOT RESPONSIBLE FOR LOST, STOLEN, OR BROKEN CELL PHONES AND WILL NOT PAY FOR PHONES THAT ARE LOST, STOLEN OR MISPLACED.

CHANGE OF ADDRESS/TELEPHONE OR CONTACT PHONE NUMBER

It is the responsibility of a parent or guardian to notify **each school** of any changes in address, telephone or cell phone numbers. For your child's safety, please notify the school each time there is a change, so we are able to contact you in the event of an emergency or illness.

CLASSROOM VISITATION

You are encouraged to visit your child's classroom making prior arrangements with the classroom teacher. **No** children should accompany the parents on these visits. Students are not to bring friends or relatives to visit during school hours, unless the principal grants permission. Anyone entering the school **MUST** report to the office to sign in and pick up a visitor's pass.

COMMUNICATION

The staff wishes to communicate with families on a regular basis. It is the goal of the entire staff to keep families and all residents of Independent School District #593 informed of the activities and many interesting and worthwhile events throughout the District. In addition to phone and email communication, teachers may send home weekly newsletters or share information on their website. District employee's email addresses follow this general format: [firstlast@isd593.org](mailto:firstname.lastname@isd593.org).

CONFERENCES

Parent/Teacher Conferences are scheduled in the fall and spring. Conference schedules for elementary students are sent home prior to the conference. Additional conferences will be scheduled as needed by parent or teacher request.

DATA PRIVACY

The policy on Data practices and the procedures included with it are designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act and the Confidentiality of Information section of the Education for All Handicapped Children Act of 1975. The Crookston Public Schools are committed to implementing the policy and following the procedures.

The Board of Education authorizes the school Superintendent to inform parents, students and the public of the policy and to exercise his administrative resources to implement the policy as well as deal with individuals who violate it.

In case the parent of a student, an eligible student or a citizen of the Crookston Public Schools believes that the district is violating the intent of the above legislation and is not able to resolve the issue with School District personnel, questions or problems may be directed to:

1. Information Policy Analysis Division
MN Department of Administration
201 Administration Building
50 Sherburne Ave.
St. Paul, MN 55155
(612) 296-6733 or 1-800-657-3721

2. Family Policy Compliance Office
US Department of Education
400 Maryland Ave. SW
Washington, DC 20202
1-800-872-5327

DISCIPLINE POLICY

Our discipline policy is designed to promote a positive environment for learning. The atmosphere of the school is intended to promote fairness, honesty, and respect among students, school personnel and community members. The discipline plan is intended to help students learn and practice appropriate behavior throughout the common areas of the school as well as in their classrooms. The common areas of the school are the hallways, bathrooms, library, lunchroom, playground, bus lines, etc. Each classroom teacher has a general classroom discipline plan.

It is the responsibility of every student to respect and follow the general rules of the school. When students choose to act disrespectfully and not follow the rules, the student may be required to sit out of an activity. Specific examples of inappropriate behavior include fighting, bullying, and disrespectful or threatening language or gestures.

Following are the rules and expectations for our school:

Washington School Rules and Expectations Include:

- 1. Do the Safe Thing**
- 2. Do the Kind Thing**
- 3. Do Your Best Work**

Washington School's Respect Pledge:

Today I will. . .
Be safe
Be helpful
Be respectful
Be responsible and
Always do my best!

DOCTOR/DENTAL APPOINTMENTS

The school office should be notified in advance of doctor and dental appointments your child will be attending during the school day. On the day of any appointment, please sign your child out of the office for their appointment. **Bring back a note from the appointment** to ensure the time away from school will be considered an "excused" absence. Upon return from the appointment, please come into the office to sign your child back into school for the rest of the day.

DRESS CODE

All students are expected to observe a high standard of conduct at school and at all school related functions. High standards of conduct extend to wearing appropriate clothing. It should be neat, clean and in good taste. All parents and visitors are asked to adhere to the same rules.

The following clothing is not allowed:

- Clothing which violates the rights of others and/or disrupts the educational setting, including insignia and gang related colors, is prohibited in the school setting.
- Students may not wear caps, hats, hoods, jackets or coats in the school. They are to remove their hats/caps/hoods when entering the building.
- Students are restricted from any manner of dress or personal grooming which presents a danger to health or safety; causes interference with work; or creates classroom or school

disorder. Such clothing includes but is not limited to: clothing with drug, alcohol or tobacco advertising; print or graphics which is sexually explicit or suggestive; representations which are inappropriate, offensive or demeaning to any group; clothing which is suggestive or inadequate in its covering, such as "Short shorts", skimpy tank tops that expose the midriff such as shirts with spaghetti straps; and pants worn below the waist.

- Shorts must reach the student's fingertips when standing with their hands at their side.

Consequences for violating the dress code include but are not limited to:

- * Change of clothing immediately
- * Removal from class
- * Parent Conference

Proper footwear is also required. At Washington School, students are to wear tennis shoes to school every day so they are prepared for safety during activities in Physical Education and at recess time. The time it takes to change in and out of tennis shoes several times during the day, takes away valuable learning time. If a student wears shoes that are deemed unsafe or distractible, they will be asked to change into tennis shoes. This safety requirement is essential. Choose styles with non-marking soles. Tennis shoes can be a pair worn to school or an extra pair kept at school. Slippers or stocking feet can be dangerous and/or disruptive in the classroom. During cold weather, students should wear warm clothing such as jackets, hats, mittens, snow pants, and boots.

EMERGENCY INFORMATION

Parents/guardians must complete the emergency information portion of the student enrollment form each year. This emergency information will include the name of a responsible person who can be contacted if a parent/guardian is unavailable. This is useful in case of illness, accidents, early dismissal due to weather, or other unforeseen events. **The Washington School office staff must be notified of any changes in address, telephone or cell number, employment location, or designated emergency contact.** Parents must notify each building their child attends.

EMERGENCY DRILLS

Emergency drills are held during the school year. These drills usually take place in the fall and spring of the year. In the event of an actual emergency, the students will not be dismissed from school until we have an official "all clear" notice.

HEAD LICE

Suspected cases of head lice in school will be referred to health service staff. If students are identified as having live head lice, Health Service Staff (HSS) will notify the child's parent or guardian by telephone call or by sending a note home with the child prompting parents of proper treatment. Children with lice will not be excluded from attending school whenever possible. They may return to school as soon as they have been treated for live lice. At the discretion of the school nurse, a letter may be sent home to parents in the classroom. The classroom teacher will be notified of the presence of lice in their classroom and encouraged to report any other suspected cases. HSS will check siblings, or notify other schools of the situation where siblings are located, if it is deemed necessary. Staff will maintain confidentiality of students with lice at all times. HSS may check in with the student or parent the next day to insure treatment was done and no live lice are still present. Parents are encouraged to check their children periodically for head lice and be aware that it can be present at any time but does not pose a health risk.

HOMEBOUND INSTRUCTION

Homebound instruction, by a private tutor, will be provided for students who will be out of school or at the hospital for an extended period of time, and have a doctor's statement.

HOMEWORK

Homework may be assigned to a student for the purpose of practicing a skill or enriching learning. The work assigned is purposeful and intentionally planned to align with curriculum and grade level standards. Teachers will inform parents through weekly "Take Home" folders what work sent home should return to school. If parents have any questions about the homework, they are encouraged to contact the classroom teacher.

ILLNESS DURING SCHOOL

If a student becomes ill while at school, a parent/guardian will be notified and requested to come pick the child up. If no parent is available, it is very important that prior arrangements be made with a neighbor or relative to assume temporary care of your child. Please keep your emergency information accurate by notifying the office of any changes. If you have questions or concerns please contact the school nurse, Laurie Coauette, at 218-281-5600 or lauriecoauette@isd593.org.

Many parents are frequently concerned about when students should stay home or attend school. Please follow these guidelines to help with that decision.

1. If your child has had a fever of 100 degrees, it is best not to return to school until 24 hours AFTER THE FEVER IS GONE, and without needing to use medication to keep the temperature down.
2. The same 24-hour guide applies to vomiting and diarrhea. (For example, if your child vomits in the morning at home, DO NOT send him/her to school at all that day.)
3. If a student is not running a fever but is obviously not feeling well enough to participate in classroom activities (such as: is excessively tired, has continual coughing, has excessive secretions) it is also a good idea to keep him/her home. This child may need extra sleep, fluids, or medications to more quickly get over these symptoms.
4. If you have a problem with daycare for your sick child or getting off work when you need to stay home with your child, please take time today to arrange your "emergency plan" to cover these days. The teachers are not equipped to care for ill student.
5. Sending ill children to school also exposes the other children to your child's illness. At this age, children easily pass germs through their play and close contact with each other. Please send your child back to school when he/she is fully recovered. Healthy kids are better learners!

IMMUNIZATIONS

The law requires that all students entering any grade in school must have, on file, or submit a completed Certificate of Immunization signed by a physician, public health nurse, or the parent/guardian as required before they can be admitted to school unless the parent or legal guardian signs a waiver.

INCOMPLETE WORK

Any student who misses school because of an excused absence will be able to make up the work that was missed. Any student, upon the day of his/her return from the absence, is responsible for any work assigned previous to the absence. In cases of extended illness in which students need additional time to make up work, arrangements should be made with the classroom teacher.

LOCKERS

Students are assigned a locker to keep their personal items such as outdoor garments. Personal items must be stored inside the lockers at all times with the locker door shut. **Students are not to bring valuables or toys to school. The school is not responsible for lost or stolen items.**

Chapter #227 of Minnesota Statutes covers student lockers. The state-mandated policy is as follows: "School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason may conduct inspection of the interior of lockers at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials."

LOST AND FOUND

There is a Lost and Found area at Washington School. Anyone who is missing personal items should check in the Lost and Found. Fragile or valuable items (e.g., prescription glasses, keys, jewelry) that are found may also be turned in at the office. If the items have not been claimed after one month, the items will be donated. There is also a Lost and Found box at the bus garage (281-5444).

MEDICATION

If your child needs to receive any type of medication during the school day, the school nurse must have, on file, a permission form signed by the parent/guardian and family physician. These forms need to be updated annually and/or when medication or dosages change in the case of long-term medication requirements and are available in the school office. State law prohibits the school from giving medication or over-the-counter medication or ointments without a doctor's order. **Please keep all medication in the original labeled container.** Only prescribed medication will be dispensed by school personnel. Medication must be delivered to school and picked up by an adult.

MESSAGES FOR TEACHERS AND STUDENTS

Teachers or students are not called from the classes while school is in session, except in an emergency. We ask that parents would please leave word with the school secretary or leave a voice mail message on the teacher's phone if they wish to have a teacher call them. If parents or guardians need to have an urgent message delivered, office personnel will take the message and see that the student receives it. Students are permitted to use the school telephone only when emergency conditions exist. All arrangements for a student's after school activities should be made before the student comes to school.

MUSIC

Students participate in Music each week as part of the curriculum. Kindergarten students perform a Music Program in the spring for parents, relatives, and friends.

ORDER FOR PROTECTION/CUSTODY ARRANGMENTS

If you have an order to protect your child or a specific custody arrangement, a copy of the order must be filed in the school office in order for us to enforce it.

PARENT/TEACHER ORGANIZATION (PTO)

Family members, school staff, and other adult members of the community are encouraged to take an active part in PTO. The purpose of the PTO is to foster relationships between the home and school and to support educational programming. PTO meets monthly and adults are encouraged to attend. Notices are sent in advance for meeting dates and times.

PARKING LOT

Washington – You must park your vehicle in the parking lot if you are going into the school for any reason before, during, and after school. **There is no parking in the drop-off zones. See Appendix C, page 25.**

Morning Drop-Off Routine

- Please enter and exit the school driveway safely and slowly to ensure a safe environment for our students.
- To keep your child safe, please do not let your child out of the car until you are in the Drop Off Zone.
- Please pull as far forward as possible in the Drop Off Zone to allow space for others in the Drop Off Zone.
- Please have your child get out of the car on the sidewalk (right) side of the car along the playground so they do not walk on the parking lot and cross traffic to get to the playground.
- Once your child is safely dropped off, continue to drive through the lot until you reach the exit.
- If you are leaving your car to bring a child into the school or picking up a child from school, please park in the parking lot and walk into the building.
- Bicycles, skateboards, roller blades and scooters are not allowed at Washington.

PETS

Family pets are not allowed on school grounds or classrooms at Washington School. The factors that led to this position include unpredictable animal behavior, allergies, asthma, and diseases such as rabies. Photos of pets are an acceptable method of sharing a pet. Animals used in therapy, service situations, or for educational purposes may be allowed in our schools.

PLEDGE OF ALLEGIANCE

Each day the Pledge of Allegiance is recited school-wide as part of the morning announcements. As stated in Minnesota Statute 121A.11, "Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students must respect another person's right to make that choice."

RECESS

Before School Recess starts at 7:30 a.m. if a child is not eating breakfast at school. If the outdoor temperature or wind chill exceeds -10 degrees in the morning, the students will report to the gym. Before lunch, students will go outside to the playground for recess. In case of inclement weather, Washington students will be kept inside for noon recess if the wind chill is -15 degrees Fahrenheit or colder. If a child has a health problem (such as a cold or earache) which requires him/her to stay indoors, a note **MUST** be sent or a phone call placed to the office requesting that the student stay in at recess.

REPORT CARDS

Kindergarten student's progress is reported through quarterly report cards and Parent Teacher Conferences. Students will receive report cards four times throughout the year. Report cards are mailed to the home.

School Readiness students' progress reports are received during Parent Teacher Conferences.

Parents are encouraged to contact their child's teacher at any time with questions or concerns.

SCHOOL MESSENGER

Crookston Public Schools utilizes an on line help system that will enable school personnel to notify all households and parents by phone/text within minutes of an emergency or unplanned event that causes early dismissal, school cancellation, or late start. The service may also be used from time-to-time to communicate general announcements or reminders. This service is provided by School Messenger, a company specializing in school-to-parent communications. If you are not receiving school notifications and would like to be part of this service, please contact the school offices to update your information so messages can be sent to your home phone or cell phone.

SCHOOL NURSE

The school nurse is scheduled to be at each school during the week. The nursing program consists of two aspects: (a) preventive medicine and (b) immediate care in the form of first aid. The school nurse conducts a complete test of vision, hearing screening, and related health activities during the year.

The school personnel handle most immediate first aid concerns with assistance from the school nurse. Illness and accidents will be reported to a parent or guardian. In the event of an injury to the head, the parent or guardian will be notified as soon as possible to inform them of the injury and determine whether the child may require additional medical attention. If it is necessary for an ambulance to be called, permission from the parent/guardian will be obtained, if possible.

SCHOOL RESOURCE OFFICER

The School Resource Officer promotes safer schools and safer children while assisting administration as a community liaison.

SEXUAL HARASSMENT AND SEXUAL VIOLENCE

It is the policy of Independent School District #593 to maintain a learning and working environment that is free from sexual harassment and violence. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature.

Sexual harassment may include but is not limited to: verbal harassment or abuse; subtle pressure for sexual activity; inappropriate patting or pinching; intentional brushing against a student's or an employee's body; and any sexually motivated unwelcome touching.

If a student is being harassed contact the building principal, teacher or another adult to report this. An oral or written report regarding the sexual harassment will be completed and forwarded to a Human Rights Officer (Dr. Jeremy Olson, Superintendent or Kathryn Stronstad, Special Services Director). A Human Rights Officer will investigate the allegation and, if the complaint is valid, the school district will take action as appropriate based on the results of the investigation.

SNACKS

We value the health, safety and wellness of our students! With the allergies and medical conditions that some of our students face, we are implementing a "healthy snacks" initiative so all children at Washington School can be safe and enjoy their time at school.

When it is your child's "snack day" or "birthday", please do **NOT** send cupcakes, cookies, candy, nuts, peanut butter or sugary snacks. **Please note that if a child brings a snack such as cupcakes, they will be sent home and the teacher will provide an alternative snack that day.** Consider celebrating with a non-food option that all the children can enjoy that will still help your child feel "extra special":

- Donate a book to the school library or classroom in honor of the child's birthday with a personalized gift acknowledgement inside.
- Donate playground/physical activity equipment – jump ropes, balls, etc.
- Read a favorite book to your child's class.
- Come and eat lunch with your child at school.
- Stickers, charms, bookmarks, erasers, pencils, art supplies.

The following is a list of healthy snack suggestions to choose from:

- Fresh fruit: whole, wedges, slices, or fruit kabobs plain or with non-fat whipped topping, orange slices, apples, bananas, or any other fruit
- Dried fruit: cherries, cranberries and raisins
- Applesauce or fruit cups packed in juice or water
- Fresh Vegetables: carrots, grape tomatoes, celery sticks, cucumber, red, yellow, orange or green bell peppers, cauliflower, broccoli with low-fat ranch, yogurt based dips or hummus
- String cheese, cheese cubes-sticks-slices with whole grain crackers
- Low-fat pudding cups, low fat yogurt squeeze packs or cups
- Pretzels, low fat popcorn, whole grain crackers, or mini bagels
- Cereal, granola bars, whole grain Fig Newtons, vanilla wafers
- Animal crackers, goldfish, rice cakes or graham crackers
- Sugar free popsicles or fruit bars
- Small bottles or cartons of flavored milk, water, or 100% juice

SPECIAL SERVICES

In addition to the regular classroom teacher and related activities, the following programs and services are available: Title I instructional support, English as a Second Language, and Special Education services and testing programs. A parent or classroom teacher can refer students needing these services. Parents desiring more information about these programs may contact their classroom teacher, the building principal, or Kathryn Stronstad, Special Services Director at 281-5313 ext. 2101.

STORM PROCEDURE

At times, weather conditions mandate that school be dismissed early or for school not to be held at all. School closings, delayed starting, or early dismissal will be announced over KROX 1260 AM in Crookston, KVLV, WDAZ, Channel 3 of Crookston's cable television, and through our School Messenger system (telephone, text, email). Reports will be made between 6:00 a.m. and 7:30 a.m. If no report is made, it can be assumed that school will be in session. **Please do not call the school**, as the telephone lines must be kept open for emergencies. Parents must provide the school with a current phone number in order to utilize the School Messenger System.

STUDENT PLACEMENT REQUESTS

Parents/guardians who wish to make a special request for their child's classroom placement the next school year must complete the Student Placement Request by Parent form. The form is located in this handbook or in the principal's office. It must be turned in by April 15th. When requesting a teacher or that your child not be placed in the same classroom as another student (e.g., relative in same grade, neighbor), an educational reason for the request must be listed. Requests will be considered, but cannot be guaranteed. Administration reserves the right to make the final decision.

VOLUNTEER HELP

We encourage parents and other adults to volunteer for various activities or events. These may include classroom parties, field trips, working with students, or other activities that will enhance the educational program. If you are able to volunteer, please contact your child's teacher or call the school office.

WEAPONS

In this handbook the term "weapon" includes a firearm whether loaded or unloaded, knives, explosives (including fire crackers) or any device designed as a weapon or having the appearance of a weapon (e.g., look-alikes of all kinds) or any device or instrument used or intended to be used to produce death, bodily harm, or injury. Laser pointers are considered a weapon.

POLICY: Possession, use or transmission of a weapon(s) on school grounds, during school time or at school functions including functions held at other locations is prohibited. Violators will immediately be referred to criminal justice or juvenile justice authorities. Minnesota Statute #127.28 mandates that the school board must expel for one year a pupil who is determined to have brought a firearm to school. The expulsion may be modified on a case-by-case basis.

WELLNESS POLICY

The District's Wellness Policy (#533) exists to promote and protect students' health, well-being, and ability to learn by supporting healthy eating and physical activity. The policy aims to align the school environment with the health messages that are taught in school. This includes limiting sweet and other unhealthy foods for optimal nutrition and dental health. It also encourages physical activity both in and out of school.

Schools will work toward eliminating the use of food rewards for academic performance or good behavior. Healthy food options will be considered for special school events. Families will be encouraged to support the policy by sending healthy lunches and/or snacks to school. Healthy food options and/or non-food items are encouraged when families choose to send items to school for a celebration.

More information on Crookston Public School's Wellness Policy 533 can be found in the District Policy Manual at <http://www.crookston.k12.mn.us>

WITHDRAWALS FROM SCHOOL

If you are moving out of town, the principal or teacher should be notified at least one day in advance so that proper transfer records can be prepared and the child's supplies collected for transfer.

Date Received _____

Student Placement Request: If you choose to request special placement for your child, please complete this form and return to the school office no later than April 15th. Requests received after the April 15th deadline may not be accepted.

Student Placement Request by Parent

Child's Name: _____ Date: _____

Grade Level Next Year: _____ Parents: _____

In order to help with your child's placement, please fill out this form COMPLETELY.

1. What are the educational reasons for making this special request?

2. Teacher Request - Please list 3 teachers or your request will be denied. Although you are not guaranteed your choice, every attempt will be made to honor one of the three requests.

1st _____

2nd _____

3rd _____

3. Are there any students your son/daughter should not be with, due to special circumstances? Please list student and reason. (This may include relatives in same grade, neighbors, etc.).

(Parent/Guardian Signature)

Fecha Recibida _____

Solicitud Para El Estudiante: Si decide solicitar la colocación especial para su hijo, por favor complete este formulario y devuélvalo a la oficina de la escuela a más tardar el 15 de abril. No se aceptarán las solicitudes que se reciban después de la fecha límite de 15 de abril.

Solicitud Para El Estudiante Pedida Por Padres.

Estudiante: _____ Fecha: _____

Grado Para El Proximo Año: _____ Padre(s): _____

1. Cuales son las razones educacionales para pedir esta solicitud especial?

2. Maestro/a-Solicitado Favor de poner 3 nombres de las maestros que quiere solicitar (o) su pedido ser negado. Se va a ser todo lo posible por complacer uno de su 3 pedidos. Pero no se le garantiza.

1. _____

2. _____

3. _____

3. Ya algunos estudiantes con los que su hijo/hija no debido a circunstancias especiales? (esto incluye que sean familiares, amigos, vecinos, etc.) Ponga los nombres y razones.

Firma de Padres

Appendix A: Student Transportation Services and Bus Regulations

GUIDELINES FOR ESTABLISHMENT OF BUS STOPS

The Transportation Director will determine the pick-up points and drop-off points for each child being transported and will use the following guidelines:

- A. It is considered reasonable for students in grades 3-12 to walk up to one-half mile to the bus, except that it shall be reduced to one-quarter (1/4) miles on November 15 and remain in effect until April 1 of each year.
- B. Students in pre-kindergarten shall be picked up at their door or as close as possible, and students in grades K-2 shall be expected to walk up to one-quarter (1/4) mile to meet the bus, except that it shall be reduced to one-eighth (1/8) mile on November 15 and remain in effect until April 1 of each year.
- C. It is considered reasonable for in-town students in grades K-12 to walk up to five (5) blocks to a bus stop. Pre-kindergarten students shall be picked up at their door or as close as possible. Carman Terrace, Forrest Knolls and Meadowland students shall be picked up at their entrance.
- D. Only regularly enrolled students in the public and parochial schools including the Area Learning Center and the Early Childhood and Family Education Program may ride on the public school buses. Drivers are not permitted to pick up adults or others who do not attend the Crookston public and parochial schools.
- E. Any pupil not regularly riding on a bus will secure written approval from their Building Principal or the Superintendent before riding one of the scheduled bus routes. The written permission shall be presented to the driver before entering the bus.

CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

Students should be on time at their designated school bus stop and should wait until the bus comes to a complete stop before attempting to enter.

A. Safe Driving Regulations:

While on the bus, students should –

1. Never put arms, hands or any other part of the body out of the doors or windows.
2. Remember that loud talking and laughing diverts the driver's attention and makes safe driving difficult. Horseplay, rowdyism or wrestling is not permitted around or on the school bus.
3. Not leave their seats while the bus is in motion.
4. Be on time at the designated school bus stop to keep the bus on schedule.
5. Stay off the road at all times while waiting for the bus.
6. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
7. Always be seated when the bus is moving.
8. Assist in keeping the bus safe and sanitary.
9. Respect and use interior parts of the bus and equipment in the same manner that they treat fine furniture in their home.
10. Never leave anything on the bus such as lunch boxes, paper sacks, books or clothing.
11. Keep all personal possessions out of the aisles.
12. Not throw anything out of the doors or windows.
13. Aid in looking after and helping small children.
14. Practice courtesy to fellow pupils and offer assistance to the bus driver.

15. Remain quiet when the bus is approaching railroad crossings.
16. Obey the bus driver instantly in case of an emergency and remain on the bus unless otherwise instructed.
17. Demonstrate the traits of good bus citizenship every day. Bus drivers are responsible for maintaining good discipline on their bus.
18. Inappropriate language directed at the driver or other passengers will not be tolerated.

B. Should discipline problems arise that the driver cannot handle, the following procedures will be used:

1st Offense:

The bus driver informs the Transportation Services Director of the discipline problem and completes a complaint form. The Transportation Services Director contacts the student's building principal. The principal calls the parent(s) and sends a letter with a copy of the complaint form and talks to the student.

2nd Offense:

The bus driver informs the Transportation Services Director of the discipline problem and completes a complaint form. The Transportation Services Director forwards copies of the complaint form to the student's building principal. The principal calls the parent(s) and arranges a conference with the parent(s), student, Transportation Services Director and the building principal.

The student is suspended from school bus riding privileges for 1 – 5 days. The bus suspension decision is made by the building principal and the Transportation Services Director.

A certified letter will be sent by the building principal to the parent(s) and student within forty-eight (48) hours of the conference detailing the reasons(s) for the suspension, when bus riding privileges will be reinstated and will include a copy of the Minnesota Fair Pupil Dismissal Act.

3rd Offense:

The bus driver informs the Transportation Services Director of the discipline problem and completes a complaint form. The Transportation Services Director forwards copies of the complaint form to the student's building principal. The principal calls the parent(s) and arranges a conference with the parent(s), student, Transportation Services Director and the building principal.

The student is suspended from bus riding privileges for the remainder of the time designated by the building principal and the Transportation Services Director.

A certified letter will be sent by the building principal to the parent(s) and student within forty-eight (48) hours of the conference detailing the reasons(s) for the suspension, when bus riding privileges will be reinstated and will include a copy of the Minnesota Fair Pupil Dismissal Act.

Alternate transportation for the student will be decided on an individual basis by the building principal and the Transportation Services Director.

Based on the severity of the incident, the student may be placed at any offense level listed above.

PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop five minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

OPERATING RULES AND PROCEDURES

A. General Operating Rules

Students may be released from the school bus at only two points, the assigned bus stop or at school, except in an emergency or as otherwise authorized by the Transportation Director. The parent or guardian shall designate one location to be their student's a.m. bus stop and one location to their student's p.m. bus stop. The locations must be in the attendance area of Independent School District #593 and may be a daycare facility, respite care facility, residence of a relative, or residence of a person chosen by the parent. Changes to the designated stop location will require ten business days to complete.

Appendix B: Pest Control Notice

NOTICE CONCERNING USE OF PEST CONTROL MATERIALS

Prepared by the Minnesota Pest Control Association

For the "Parents Right to Know Act", (M.S. 123B.575, Subdivisions 1-14)

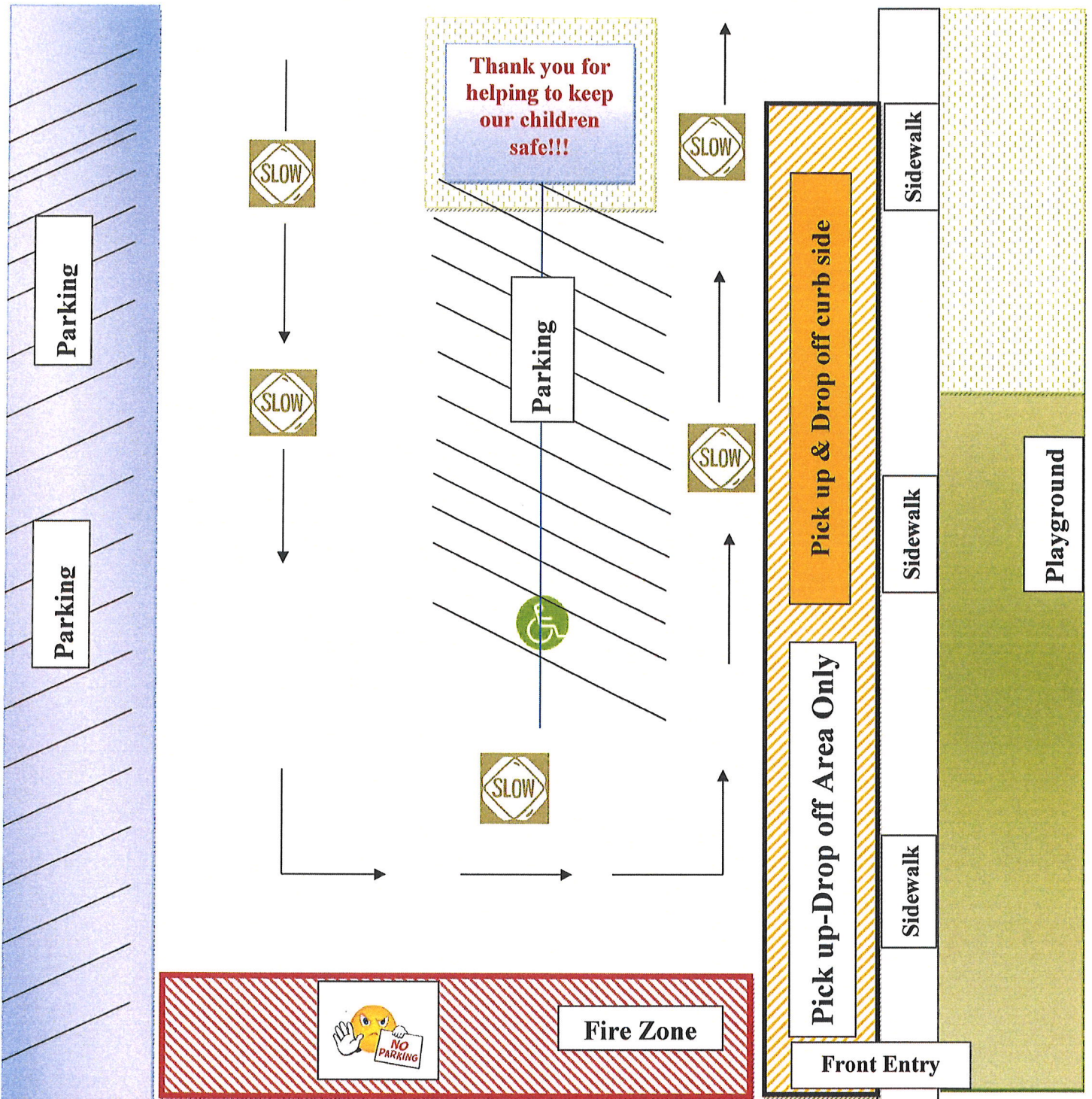
Our district utilizes a licensed, professional pest control service for the prevention and control of rodents, insects and other pests in and around the district's buildings. Their program consists of:

1. Inspection and monitoring to determine whether pests are present, and whether any treatment is needed;
2. Recommendations for maintenance and sanitation to help eliminate pests without 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 when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must 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.

An estimated schedule of interior pest control inspections and possible treatment is available for review or copying at each school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

Appendix C: Map of Washington School Parking Lot



Washington School

If you plan to leave your car for any reason, please **PARK** the car in the parking lot before coming into the building.

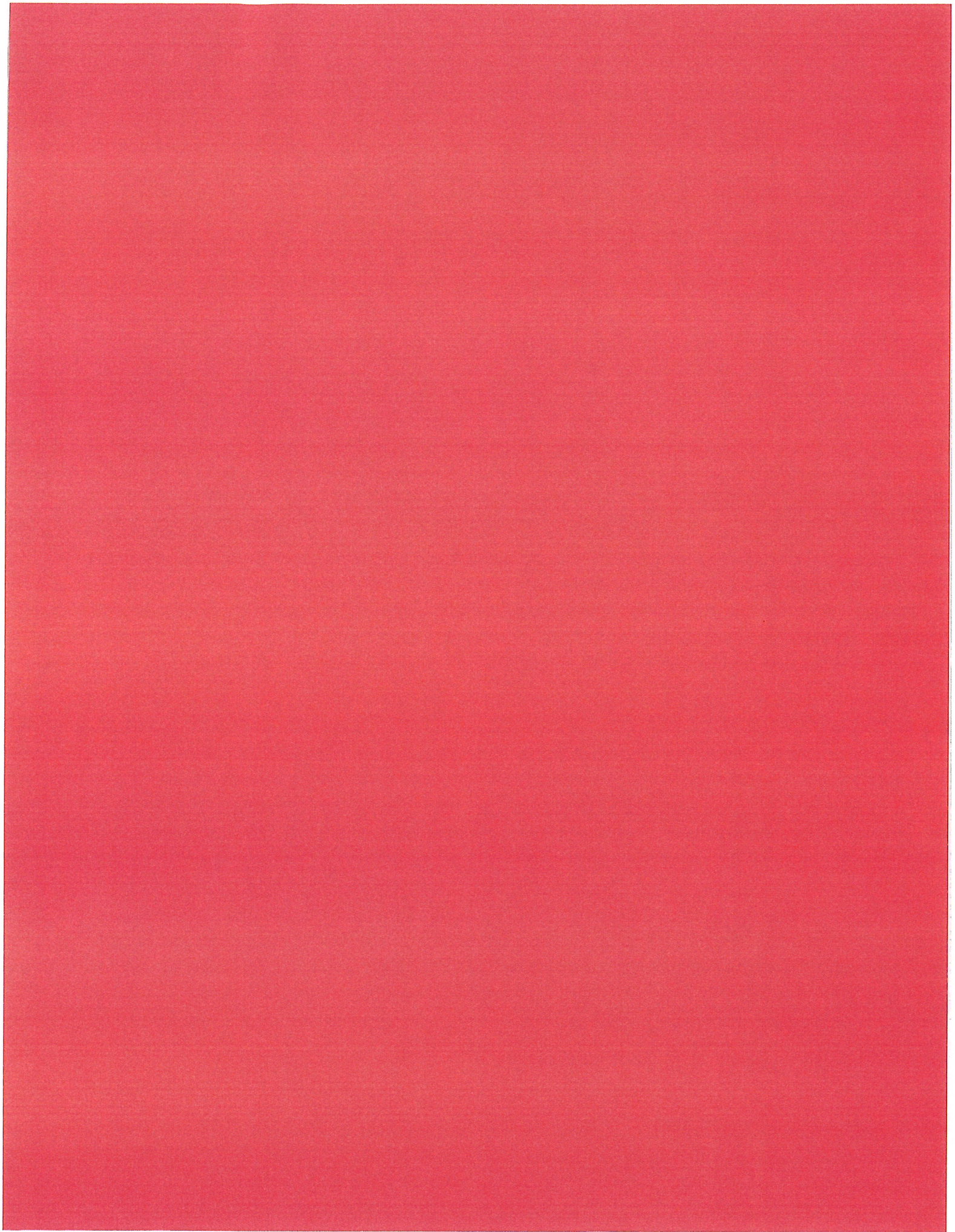


Drop Off Time 7:30-8:00
 Students go to classrooms @ 8:00
 Pick Up Time 2:45

Appendix D: Washington School Calendar 2019-2020

August	27	Meet the Teacher, 4 – 7:30 p.m.
	28	Meet the Teacher, 4 – 7:30 p.m.
September	3	First Day of Kindergarten. Each school day begins at 8 a.m.
	9	First Day of School Readiness. AM begins at 8 a.m. PM begins at 11:45 a.m.
October	9	Early Dismissal (2W Day) No School Readiness.
	15	SR & K Parent/Teacher Conferences 4:00 - 7:30 p.m. (regular school day)
	16	No School – SR & K Parent/Teacher Conferences 8 a.m. – 7:30 p.m.
	17	No School – Ed MN
	18	No School – Compensation Day
November	1	End of Quarter 1 (41 days)
	13	Early Dismissal (2W Day) No School Readiness.
	28 - 29	No School – Thanksgiving Break
December	11	Early Dismissal (2W Day) No School Readiness.
	23-31	No School – Winter Break
January	1	No School – Winter Break
	2	Kindergarten Resumes
	6 – 7	Early Childhood Screening at St. Paul’s Lutheran Church
	8	Early Dismissal (2W Day) No School Readiness.
	13	School Readiness Resumes
	17	End of Quarter 2 (45 days)
	20	No School – Workshop Day
February	12	Early Dismissal (2W Day) No School Readiness.
	17	No School – Presidents’ Day
	19	K Parent/Teacher Conferences 4:00 – 7:30 pm (regular school day)
	20	No School – K Parent/Teacher Conferences 8 a.m. – 7:30 p.m.
	21	No School – Compensation Day
March	11	Early Dismissal (2W Day) No School Readiness.
	20	End Quarter 3 (41 days)
April	7	Kindergarten Round Up 6:15 – 7:30 p.m.
	8	Early Out (2W Day) No School Readiness.
	10 & 13	No School, Spring Break
May	13	Early Dismissal (2W Day) No School Readiness.
	21	Last Day of School Readiness
	25	No School – Memorial Day
	27	Last Kindergarten Day and End Quarter 4 (45 days)
	28	Workshop Day

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2019-2020 SCHOOL READINESS

Washington School
724 University Ave.
Crookston, MN 56716
www.crookston.k12.mn.us
281-5078

STAFF

Denice Oliver, Principal
Lori Morgan, Administrative Asst.
Rick Niemela - Bus Garage - 281-5444

deniceoliver@isd593.org
lorimorgan@isd593.org
rickniemela@isd593.org

WELCOME TO THE SCHOOL READINESS PROGRAM

“The most effective approaches in early childhood are based on young children as active learners emphasizing play, exploration, constructive learning more so than teacher-led, passive learning experience.”

- Early Childhood Indicators
of Progress – MN Dept of Ed

WHY ATTEND SCHOOL READINESS?

You have chosen one of several early childhood options for 3-5 year olds prior to their Kindergarten year. First priority is given to Crookston residents. We are excited to form this partnership with you as your child prepares for Kindergarten.

Children who attend School Readiness will benefit from the guidance of a qualified pre-school teacher with a four-year degree in Early Childhood Education. The School Readiness classroom provides an optimum environment where children grow and develop physically, socially, emotionally, intellectually, and in their use of language. Their growth and development forms a solid foundation for academic learning.

Attending School Readiness will enable children to make the transition to kindergarten with more confidence and ease as children will gain experience playing with peers in large and small groups, following a daily plan of activities, depending on a teacher to meet their needs, as well as having to be independent. Most importantly, School Readiness will provide children with happy days that are filled with opportunities to discover, explore, create, sing, laugh, dance, play, learn, and grow!

SCHOOL READINESS PROGRAM

Children will develop new concepts and skills that lay the foundation for academic learning. They will have the opportunity to ask questions and pursue answers. Activities and opportunities will be provided that encourage curiosity, exploration, and problem-solving appropriate to their developmental level and learning style.

School Readiness promotes the following areas of a child's growth and development:

- **Cognitive Development:** Children will be given opportunities throughout the day to gain emergent reading, emergent writing, and mathematical skills within the context of meaningful, purposeful activity. Each child will be assessed and helped to build on their current skills and move to the level of being well-prepared for Kindergarten.
- **Physical Development:** Children will be provided with a safe, clean environment, a nutritious snack, active play and time to relax. Good health and safety habits will be stressed and practiced.
- **Social Emotional Development:** Self-esteem will be nurtured. An awareness of feelings and how to respond to feelings in constructive ways will be emphasized. Children will be encouraged to develop self-management skills to help regulate thoughts and feelings.
- **Encouraging friendships, building a sense of community, facilitating cooperation, and helping children to resolve conflicts in positive ways will be important goals throughout each day.**
- **Language & Literacy Development:** Children will have the opportunity to utilize language and to build a more extensive receptive and expressive vocabulary. Children will have the opportunity to develop an interest in print and knowledge of printed language.

AT SCHOOL READINESS WE BELIEVE . . .

- Children learn by playing.
- Children are active learners who need a rich environment, choices, freedom, and time to work and play cooperatively with peers.
- Children enjoy learning.
- Children develop more fully if we recognize and build on their strengths and interests as individuals.
- Meaningful, relevant, curriculum is developed by observing children's interests, listening to their questions, and allowing them to explore real problems.
- Curriculum is individualized by recognizing, valuing and planning for differences in developmental levels, learning styles and individual life experiences.
- Our most important goals are to nurture healthy self-esteem in each child and to promote caring relationships among children.
- Children must feel they belong, and feel secure, if they are to explore and try out their ideas.
- Parents are the child's most important teacher. Parents are respected and appreciated for the important role they play in educating their child both inside and outside of the public school classroom.
- Positive discipline and guidance leads to inner self-control and self-discipline.

DAILY SCHEDULE:

Half Day Classes

AM Classes

8:00 a.m. - Classes Begin
11:00 a.m. Dismissal

PM Classes

11:45 a.m. Classes begin
2:45 p.m. Dismissal

Full Day Classes

8:00 a.m. Classes begin
2:45 p.m. Dismissal

Daily Activities

To meet the goals and objectives of the School Readiness Curriculum, teachers carefully plan a rich environment and activities for each of the following segments of the day:

Arrival and Greeting

Children are greeted and greet one another as they hang up their coat, store clothing in the locker, and store their backpack in cubby.

Individualized Reading

Children are asked to practice their reading skills by choosing a literacy activity from those available in the Book Area: reading books by themselves or with friends, or with the teacher; listening to stories on CDs; posting Velcro stories; or matching and spelling words with various sets of alphabet letters.

Story Time

The teacher reads a story to the children as a group, and provides opportunities and encourages children to practice and gain listening, speaking, and emergent reading skills.

Small Group Activity

Children rotate in small groups to participate in a teacher guided activity. Activities are chosen to introduce new activities, skills and concepts. Activities introduced at this time, are often made available during future Activity Times (see below) so children can independently apply, practice, and extend the skills and knowledge they gain.

Classroom Activity Time

Children may choose to utilize one or more of the following learning centers: art table, play dough table, sensory table, role-play center, block building center, science area, or book area. Teachers thoughtfully plan and intentionally change learning center materials throughout the year to allow children to practice the skills and concepts introduced in Small Group Activity and to extend and challenge children's thinking and learning.

Clean-up Time

Children are responsible for reading the pictures and labels on shelves to put away all materials and equipment used during Activity Time and for cleaning the room.

Journaling

Children, as a group, are asked to draw about a particular topic/concept. The teacher guides this activity and encourages children to practice and gain emergent writing skills, working with each child, individually, at their skill level.

Snack Time

A nutritious snack and beverage are provided daily. Children wash their hands, set individual place setting, pass snack family-style, and count out their snack items. Children then enjoy conversation at the table and clear their space when done.

Action Time

Children participate in their choice of large motor activities on a well-equipped playground or gymnasium; learn active group games/sports; or move to music.

Preparation for Departure

Children dress themselves in outdoor clothing; pack their backpack; review the day's activities and record them on the calendar; prepare for the next school day; and sing good-bye songs.

Dismissal

Children read their bus tag to know where they are going after school. Parents may pick up their children at the entrance. Those children riding the bus will line up according to their bus number, and be assisted in boarding the bus.

PARENT PARTICIPATION

Parents are welcome and strongly encouraged to take part in their child's School Readiness experience in the following ways:

- 1). Parents are welcome to volunteer in their child's classroom.
- 2). Parents are welcome to visit their child's classroom anytime. The door is always "open"!
- 3). Teachers will schedule a "Family Day" with parents, a day when parents are invited to visit their child's classroom for all or part of the day.
- 4). Parent-teacher communication is valued and appreciated. Please feel free to connect with your child's teacher through phone or email.
- 5). Parent-teacher conferences are held once in the fall and again in the spring. A newsletter will come home in your child's backpack announcing the specific day and time for your conference. Though conferences are scheduled only twice a year, you are very welcome to arrange a conference with the teacher at other times as needed.
- 6). Special Monthly Events are planned for early childhood families throughout the year. Events are planned for the evening and are fun for the whole family. These will be listed in your weekly newsletter that comes home in your child's backpack.
- 7). Periodically, School Readiness parents and their children will be invited to share an evening at Washington Elementary School. Parents may visit their child's classroom, and get to know their child's classmates and other parents. These evenings will be announced in the weekly newsletter that comes home in your child's backpack.

SCHOOL READINESS PROGRAM POLICIES

Schedules: School Readiness is a program funded by the Minnesota Department of Education to provide services to all families in the school district. Sessions are provided that include four mornings or four afternoons a week, Monday through Thursday, or four full day a week, Monday through Thursday, starting in September thru May.

Fees: Those families, who are able to pay, are charged a sliding fee based on the school lunch application. The following tuition rates have been established for the 2019- 2020 school year based on a 4-day-a-week session:

- * A family meeting the guidelines for free meal will pay \$0.00 a year for **half day** or **full day**.
- * A family meeting the guidelines for reduced meal will pay \$250.00 a year for **half day** or \$500.00 a year for **full day**.
- * A family NOT meeting the guidelines (over income) will pay \$500.00 a year for **half day** or \$1,000.00 a year for **full day**.

Monthly payments will be accepted. The first half of your child's tuition will be due on December 2, 2019. The second half of tuition will be due on or before April 6, 2020.

Tuition can be paid at the Community Education Office from 7:30-4:00 Monday-Friday or mail your payment to Washington School, 724 University Ave, Crookston, MN 56716, ATTN: School Readiness. You can contact Community Education at 281-5078.

Scholarships are available to ensure that all families are able to participate in School Readiness. No one will be denied participation due to inability to pay.

Adult Accompanying Child: If an adult brings your child to school, the adult must accompany your child and be sure that a teacher is aware of the child's presence. If accompanying your child to the classroom, do not bring your child more than **10** minutes ahead of class time. If your child arrives by bus, a staff member will supervise your child outside or escort your child to the classroom.

Busing: Each child will have one designated pick up and drop off location. Changes in your designated location will require a ten business day notification. You will fill out your child's bus tag at Orientation Day. The bus tag your child wears to school will indicate the drop off location and should be worn daily.

Abuse / Neglect: Federal and state laws mandate that school personnel report suspected cases of child abuse and neglect.

Cancellations: An Instant Alert Message (automated telephone call from the Superintendent) will be sent out and/or you may listen to KROX Radio (1260 AM) for news of school cancellations, late starts, or early closings. Whenever school is cancelled or there is a late start, there are no AM or PM School Readiness Classes.

Suggested Clothing: Please have your child dress comfortably for School Readiness. The children will be painting and doing other kinds of "messy" activities, so try not to use your children's very best clothing.

Weather permitting; we will be spending time on the playground most days. Please be sure that your child wears his or her boots, mittens, hat, and appropriate outerwear for playing outside. On other days, we will play in the gym so please have your child wear athletic shoes suited for active play.

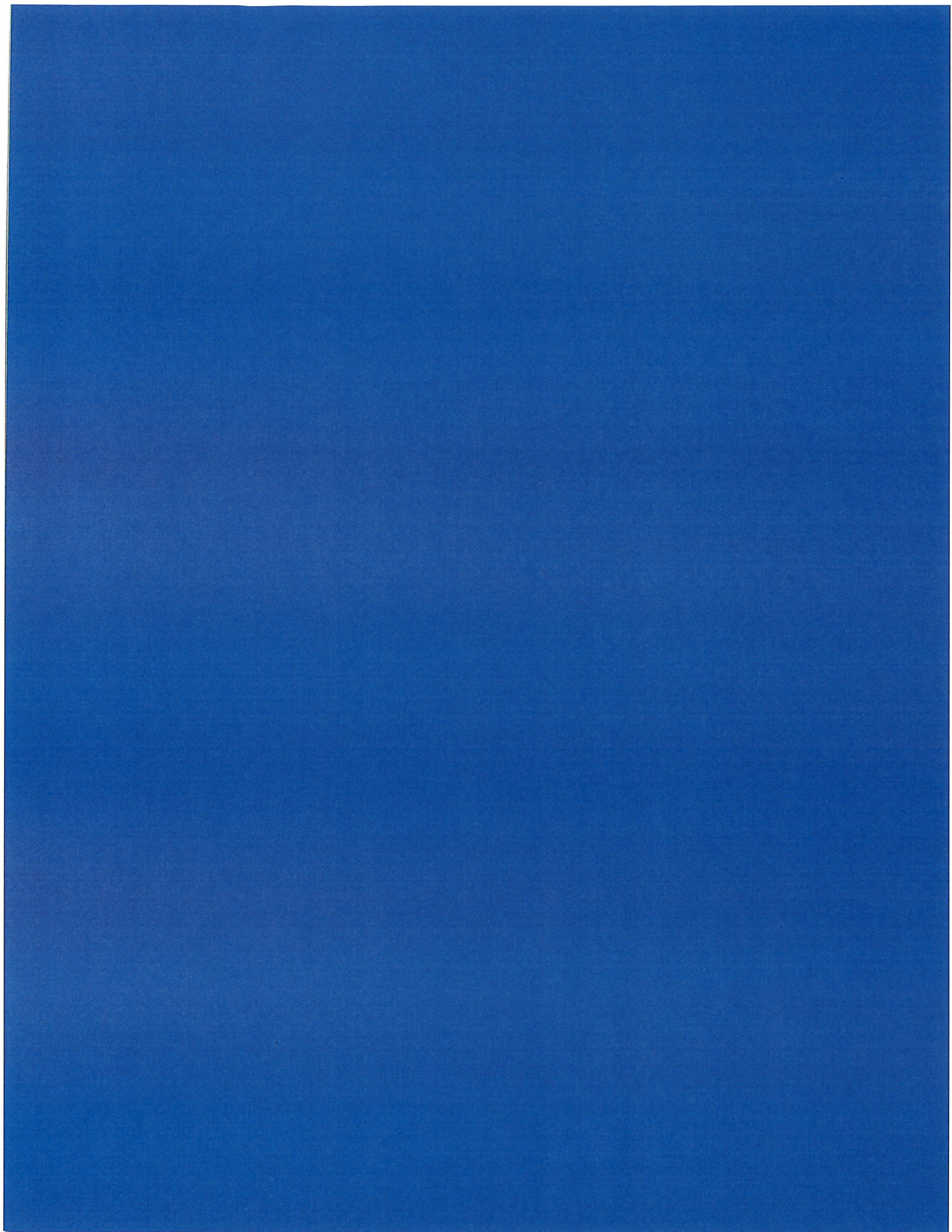
Immunizations: All children must be immunized to be able to attend early childhood programs. Be sure to fill out and return the ECFE Immunization form to the Washington School Office as soon as possible.

Attendance: If your child is staying home for any reason (illness, family activity, etc.) call the Washington Office at 281-5078. This is a safety measure so that the teacher knows your child is safe.

School Nurse: The school nurse is scheduled to be at each school during the week. The nursing program consists of two aspects: (a) preventive medicine and (b) immediate care in the form of first aid. The school nurse conducts a complete test of vision, hearing screening, and related health activities during the year. The school personnel handle most immediate first aid concerns with assistance from the school nurse. Illness and accidents will be reported to a parent or guardian. If it is necessary for an ambulance to be called, permission from the parent/guardian will be obtained, if possible. Several staff members are trained as First Responders in the event of an emergency.

Toys: We ask that your child not bring a toy from home, as it may be difficult to share with others, can easily be lost or broken, and toy weapons are inappropriate in the School Readiness classroom.

Food: Only nutritious foods will be provided and served each day at School Readiness. Please notify your child's teacher if your child has an allergy to any type of food.



Early Childhood Family Education



Family Handbook 2019-2020

Denice Oliver, Principal
Lori Morgan, Administrative Asst.

deniceoliver@isd593.org
lorimorgan@isd593.org

Washington Elementary School
724 University Avenue
Crookston, MN 56716

Community Education Office
Phone: 218-281-5078
FAX: 218-281-2784
Website: www.crookston.k12.mn.

Early Childhood Family Education

Early Childhood Family Education, a program of Crookston Community Education, offers classes and activities for parents and their children ages birth through five years (Pre-Kindergarten) at Washington School, in rooms designed to enhance early learning.

Mission Statement

The mission of ECFE is to strengthen families through the education and support of all parents to provide the best possible environment for the healthy growth and development of their children.

Research confirms that children whose parents are involved in their education and learning are more successful in school.

ECFE is...

...a place for babies, toddlers, and preschoolers

...a place for all dads, moms, and others in a parenting role

because you deserve:

- Support
- Information
- Opportunities to be involved in your child's learning

ECFE is funded through state aids, local levy, and participant fees. Minnesota is a national leader in developing and funding these statewide opportunities for parents and their young children.

At ECFE we believe:

- Parents are their child's first and most important teacher!
- Children learn through play!
- Learning starts at birth!
- Parenting is rewarding but can be challenging!
- Everyone deserves support and information about parenting and child development!

Crookston EFCE includes:

Parent/Child Classes
Family Special Events

ECFE Advisory Council
Referral to Community Resources

ECFE Advisory Board

The Early Childhood Family Education Advisory Board is a committee of parents and community members who meet to discuss policies and guide program direction. If you are interested in serving on the ECFE Advisory Board, contact Denice Oliver at (218) 281-5078.

What are Parent/Child classes?

Dads, moms, or guardians and their children – babies to kindergarten come to explore, play, and learn together. In our classes there is...

Time Together

- Parent and children explore a variety of activities planned by ECFE staff. Play with your child, watch your child, talk with other parents, but most of all have fun!
- Get down at your child's level and communicate through touching, smiling, and giving words of encouragement.
- Follow your child's lead – it's OK if your child does not want to do all the activities.
- Feel free to ask questions if something is unclear or if you want more information about an activity.

ECFE is a safe place for parents and children to practice separation, explore their capabilities, and learn new skills.

Time for Play

Children practice and learn about their own abilities with a licensed Early Childhood Teacher while they learn to play with other children. The teachers will encourage and guide while giving help when needed.

Time for Parents (Mixed Age class only)

While the children are busy playing, parents can meet together. A licensed early childhood parent educator will lead the group and share information about parenting topics. Parents share their joys, challenges, and ideas, and they explore parenting techniques that work best for their family.

Common Questions about Parent/Child classes

How do I register for ECFE classes?

- Registrations are ongoing. Classes are filled on a first come and first serve basis.
- There is a fee for each year long class. A supply fee may apply.
- Events are free. A supply fee may apply.
- The maximum enrollment may vary with each class.
- Contact the Community Education office for reduced fee information or payment plan.
- No one will be turned away for inability to pay.
- Refunds are not available.
- Mail or drop off your registration form and payment to the Community Education office at Washington School.

When we arrive, what should we do?

1. Please do not arrive more than 5 minutes before class begins. Teachers need time to prepare the rooms. You can wait outside the classroom until the room is open. Please do not go into any other classroom and play while you are waiting.
2. Hang coats and belongings in the lockers provided in the hallway. Purses can be brought into the classroom and placed on the shelf.
3. Please call if you will not be attending class. Children may not attend without a parent (unless attending with another important adult in your child's life).
4. Please label items you bring from home such as bottles, blankets, etc.
5. Join the FUN!

What should I wear?

Comfortable play clothes for active learning are best. Dress for water play, painting, and other messy but fun activities. Rubber closed toed shoes are required for safety.

Where are the diapering facilities?

A diaper changing station is located in the north hallway bathrooms. Parents will take care of their child's own diapering needs during classes. Follow diapering guidelines and place soiled diapers in a plastic bag and place in the garbage. Bring your own supplies.

What will my child learn in ECFE?

Play is an important part of a child's learning and development. Play is the way children learn, so even though it may look like ONLY play to adults, it's child's work and learning.

Teachers use the *Early Childhood Indicators of Progress: Minnesota's Early Learning Standards* as foundation to developing curriculum, play, and learning experiences for the classroom. These researched based Guidelines detail expectations for young children in the following areas of development:

- Social and Emotional Development
- Approaches to Learning
- Language, Literacy and Communication
- The Arts
- Social Systems: Cognitive
- Physical and Movement Development
- Mathematics
- Scientific Thinking

Activities provided in the classroom are chosen to enhance skill development and concept understanding in all of these areas of child development.

How is Parent Discussion Time Developed?

Parent Education uses The Parent Education Core Curriculum Framework and Indicators (PECCFI) developed by the Minnesota Department of Education. The PECCFI is a researched based framework that details learning objectives in the following areas:

- Parent Developing
- Parent/Child Relationship
- Early Childhood Development
- Family Development
- Culture and Community

Parent educators will survey the parent groups for their interests; develop a plan for parent discussion based on those interests, as well as other requirements to develop parent discussion topics.

What are the basic guidelines for Parent Discussion Time?

- Respect ourselves and others
- Choose how to participate
- Support rather than judge
- Share responsibility

I'm worried about leaving my child during Parent Discussion Time!

Whether you attend a class where parents separate out of the room or one where parents separate to a different area of the room, when it is time to separate, anxious or fearful feelings may occur in you or your child. A new environment requires adjusting for both parents and children. We are sensitive to those feelings. When the time is right for you and your children to separate, the staff will support you both. Talk with one of the teachers if you have concerns. We know some children will cry – that is very normal, and we're prepared to handle it. If your child becomes unable to cope, we'll come get you so that you can comfort your child.

Here are some helpful ideas:

1. It takes time to build trust and develop coping skills. Remember you are modeling confidence in your child's abilities.
2. It is OK for your child to "check in" with you in our non-separating classes. You are building trust with your child. Please encourage your child to play next to you if they are not ready to play with the group.
3. Establish a "going away" routine.
4. Sneaking away doesn't work; it just delays your child's anxiety. Tell your child you are leaving, and the teachers are there to comfort them if needed.

Is there a snack time? (Varies by class)

In some of the classes a nutritious snack and beverage will be provided. If you would like to bring a snack for the class, please talk to a teacher prior to class. You may bring a sippy cup if your child still needs one and label it with your child's name. Please notify staff if your child has food allergies, sensitivities, or special dietary needs.

When is clean-up time?

Clean-up is part of each class; usually it occurs at the end of the class time and cued by a song. It helps to prepare the group for closure and teaches many skills. All children are expected to help in some way.

We sanitize tables, toys, and equipment after each class. Toys that have gone in mouths should be put in the sink so that they can be washed thoroughly by staff.

How is discipline handled at EFCE?

If a child needs behavior guidance, the parent of that child will intervene with redirection or other positive discipline methods. Parents should notify a staff member if they notice a behavior problem involving another child other than their own. If the parent is not available, the ECCE staff will assist the children. Staff will discuss these situations with the parent.

What is expected during get-together time?

A small portion of the parent-child interaction time will be set-aside for a short group experience or “get-together”. During this time, you and your child will sing simple songs, learn finger plays, hear stories, learn games and be involved in movement activities.

Be patient if your child is hesitant and does not want to participate. You may feel disappointed when your child does not get involved in the group activities. Encourage but please do not force your child to participate. Eventually your child will warm up to people and situations and choose to participate once they are comfortable with their surroundings.

We encourage you to repeat get-together activities at home. Children enjoy repetition and might feel more comfortable doing finger plays and songs at home.

Encourage your child to sit with the group during circle time. Generally, children under 2 ½ years may have difficulty sitting for an entire circle time and they are not required to sit. We ask that you keep an eye on your child if they leave the circle.

How does the class end?

- The group sings a “good-bye” song before leaving.
- Remember to take art projects, handouts, and belongings.
- If you need to talk with a teacher about your child, teachers are available after classes.

I have ideas about the classes – What can I do?

- We do evaluations near the end of the school year so please include your suggestions. We are interested in your ideas and thoughts. Just as you grow and change as parents, we want to grow as professionals.
- We also appreciate comments that tell us we are doing a great job!
- Our ECFE Advisory Board is another opportunity to become more involved in ECFE.
- Contact our Coordinator, Denice Oliver, via email deniceoliver@isd593.org or call 281-5078.

How do I notify you if we’re absent?

Please call the ECFE office at 218-281-5078 if you are going to be absent from class.

For the health of your child and others in class, please stay home if you or your child have any of the following symptoms:

- Fever within the past 24 hours
- Ear ache
- Severe coughing
- Sore throat
- Undiagnosed rash
- Thick nasal discharge
- Vomiting or diarrhea within the last 24 hours
- Drainage from the eye

Does ECFE ever close due to weather, emergencies, or other community events?

Our program follows the Crookston Public Schools calendar as well as school closings and delays. In case of weather related, building emergencies, or other community events the following will post cancellation information:

- KROX Radio 1260 AM – Channel 3 TV
- www.kroxam.com
- KVLY
- WDAZ
- Crookston Public Schools – School Messenger Alert System

Crookston Public Schools uses an automated phone system called School Messenger to inform parents of school closings and announcements. You will receive these notifications as well when school is delayed or closed.

- If school is two hours late, morning ECFE classes will be cancelled.
- If school is released early, the afternoon and evening classes will be cancelled.

Other things to know...

- **All hot drinks and soft drinks are limited to the parent room.** We ask that you do not bring beverages in the non-separating classrooms.
- **Cell phones should only be visible if taking a picture.** ECFE is a “hands-free” zone.
- **Crookston Public Schools are tobacco free.**
- Groups may choose to exchange names and phone numbers among themselves; let educators know how they can assist you.
- **Safety rules and emergency procedures are established for each building in the district.** (Found in WES Handbook).
- **Immunizations need to be up to date in order to participate in classes.**
- Minnesota state laws require any person employed by a school, or in the field of education, is a **Mandated Reporter** and must report allegations of child maltreatment within 24 hours.
- **School doors will remain locked during classroom sessions, if you arrive after the start of class, please buzz the school office to be let inside.**
- **Notify us when you have an addition to your family or if you move.** Then we can update the district census and you can be sure to get important information pertaining to your child’s education.
- **Talk to one of our teachers if you have questions or concerns about your child’s development or behaviors.** Keep in mind there is a wide span in which typical development occurs.
- **When your child is about 3 years old, you will be contacted to schedule an Early Childhood Screening appointment.** This is a free check of your child’s health and development.